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ABSTRACT

This document contains abstracts of 148 reports, manuals, and other educational resources for persons involved in technical and further education in Australia. In a format similar to that used by the Educational Resources Information Center (ERIC), each entry contains an identifying number, title, author, publisher, access information, price, descriptors, and an abstract. Entries are indexed by author and by subject. Some of the subjects addressed in this volume of abstracts include the following: academic achievement, access to education, administrator education, adult aboriginal education, adult education, adult learning, adult literacy, advertising, agricultural education, apprenticeships, building trades, business education, carpentry, course evaluation, daily living skills, unemployed youth, educational change, educational needs, employment projections, farm occupations, females, individualized instruction, job development, labor market, machine tool operators, occupational courses, prevocational education, sex discrimination, skill analysis, training methods, technological advancement, and youth employment. A list of clearinghouse addresses and information on how to use the TAFE documents are included in the booklet. (KC)

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ED236402

TAFE National Centre
for Research
and Development

Initiatives in Technical and Further Education

Number 6

National TAFE Clearinghouse
Australia

CE037515

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
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D. J. WOOLMAN, Government Printer, South Australia

STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 89 7450

New South Wales TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box K638
Haymarket 2000 (02) 219 9365

Northern Territory TAFE Clearinghouse
Vocational Training Commission
P.O. Box 2056
Darwin 5794 (089) 82 1524

Queensland TAFE Clearinghouse
Division of TAFE
P.O. Bag 3
South Brisbane 4101 (07) 392 1902

South Australian TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box 2352
Adelaide 5001 (08) 227 4299

Tasmanian TAFE Clearinghouse
Division of Further Education
110 Murray Street
Hobart 7000 (002) 30 6643

Victorian TAFE Clearinghouse
TAFE Library
Level 14
Nauru House
80 Collins Street
Melbourne 3000 (03) 651 0694

Western Australian TAFE Clearinghouse
Technical Education Division
Education Building
151 Royal Street
East Perth 6000 (09) 420 4031

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research
and Development Ltd,
296 Payneham Road,
Payneham 5070 (08) 42 7905

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. Six State and two Territory Clearinghouse are linked together by the National TAFE Clearinghouse. These Clearinghouses are responsible for accessing documents and distributing copies of documents in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into a hard copy publication, *Initiatives in Technical and Further Education.* Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also. Thus the Australian TAFE Clearinghouse system provides a unique opportunity for teachers, administrators and researchers to be aware of current happenings in technical and further education.

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet).
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

SOME TECHNICAL FEATURES OF THE SYSTEM

Methods of Searching

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEII data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

ERIC Descriptors and Subject Identifiers

The TAFE information has been accessioned using the following range of terms, all of which are used in the compilation of the subject index:

DESCRIPTORS: ERIC descriptors

and

IDENTIFIERS: (added as necessary)
- AEI subject identifiers
- TAFE subject identifiers

Glossary of TAFE Terms

A Glossary of TAFE Terms is being developed by the TAFE National Centre for Research and Development and will form the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary will be consistent with those in the Australian Thesaurus of Educational Terms which is presently being developed.

Descriptors

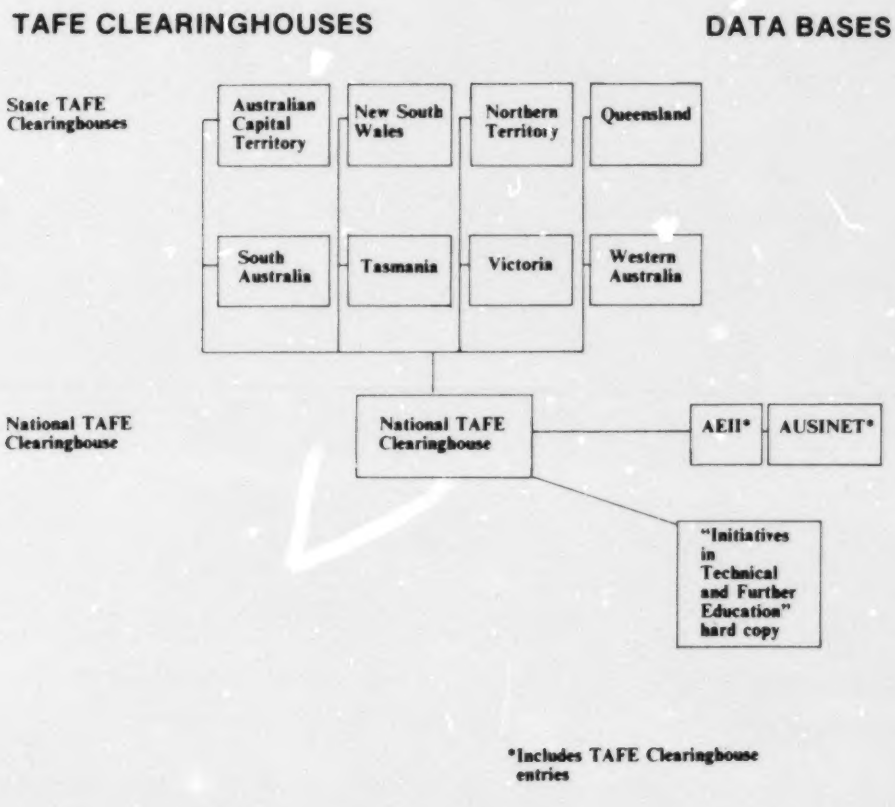
TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Thesaurus of ERIC Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. It is sometimes necessary to make some changes so that terms conform to Australian usage. The Australian Council for Educational Research (ACER) continually modifies the list of ERIC descriptors during the formation of the Australian Education Index publications; additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Also, terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the ERIC Thesaurus and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the subject index in this publication.

NETWORK OF TAFE CLEARINGHOUSES

Below is a diagram which illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.



USERS OF THE SYSTEM

HOW TO CONTRIBUTE

Persons can contribute to the Clearinghouse by filling in a "TAFE Clearinghouse Submission Form" and forwarding it, together with two copies of the submitted document, to the appropriate TAFE Clearinghouse. Submission forms are available from the State or Territory TAFE Clearinghouse. A photo-reduced sample of a submission form is located in this booklet.

REQUESTS FOR DOCUMENTS

Once a particular document has been located by either an on-line or manual search, requests for documents must be forwarded to the State or Territory from which the document originated. A photo-reduced sample of a document request form and a list of addresses of TAFE Clearinghouses are included in this booklet. Persons wishing to request a document may obtain a document request form from the appropriate State or Territory TAFE Clearinghouse or possibly from a TAFE College.

Copies of documents may be supplied to libraries of educational institutions. Students and staff of these institutions should approach the library rather than the Clearinghouse. Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

Search Requests

Some TAFE Clearinghouse are able to offer a reference service whereby searches are made for TAFE documents about nominated topics. As not all Clearinghouses may offer this service, persons interested in having a search conducted would need to enquire about the possibility from the appropriate State or Territory Clearinghouse.

HOW TO USE THIS BOOKLET

Types of Indexes

One can search for particular types of projects by using the following indexes:

- author index
- subject index

The subject index contains ERIC descriptors and AEI and TAFE subject identifiers as mentioned in the Introduction to this booklet.

Author Index

Consult this index if you know the name of the author of the document you are seeking.

Example

Hocking H—TD 198

The accession number directs you to item 198 in the Document Entry section.

Subject Index

If you know the subject of the project for which you are searching, or if you wish to learn which items are available on a subject in which you are interested, look under the name of the subject in the Subject Index, which is arranged in alphabetical order, with each entry allotted its corresponding accession number.

Example

Staff Development

TD 543 TD597
TD 559

The accession numbers TD 543, TD 559 and TD 579 enable you to turn to the relevant entry in the Document Entry section, where the items are listed in accession number order.

Having found the accession number(s) of the document(s) in which you are interested, turn to the Document Entry section which begins on page 1. Here you will find details of each item listed in accession number order. A sample of a document entry and an explanation of terms are included in this booklet.

SAMPLE OF A DOCUMENT ENTRY

TD 1
State Clearinghouse: NSW 1·1
Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 80p.

Access: Hard Copy

Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—stands for "TAFE document."

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse.

Source for obtaining document—These letters specify the particular State or Territory Clearinghouse (in this instance, NSW stands for New South Wales).

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination.

Access—This specifies the type of copy available:
"M-fiche" means microfiche,
"Hard Copy" means paper copy, and
"Interlib" means inter-library loan.*

Price—The information listed is either:
"Actual Price".**
"Available on Request",
or "Free".

Descriptors—These are subject terms which characterize substantive content. They are assigned from the *Thesaurus of ERIC Descriptors*.

Identifiers—These are additional identifying terms for subjects not adequately covered by the ERIC Thesaurus. Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarizes the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

**This is a statement of cost at date of publication.

SAMPLE OF A TAFE CLEARINGHOUSE SUBMISSION FORM (PHOTO-REDUCED)

Persons can contribute to the TAFE Clearinghouse System by forwarding a completed submission form together with two copies of their document, to the appropriate State or Territory TAFE Clearinghouse. Forms are available from the State or Territory TAFE Clearinghouse or, in many cases from TAFE Colleges. Below and on the next page is a photo-reduced sample of the submission form.

TAFE CLEARINGHOUSE SUBMISSION FORM

Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

TITLE:
(in upper and lower case)

PUBLICATION DATE:

AUTHOR(S):
(Personal or Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
ADDRESS:

TEL. No.:

No. OF COPIES AVAILABLE TO CLEARINGHOUSE:

COST OF PUBLICATION: $ (Hard Copy)
(if applicable) $ (Microfiche)

One of the chief roles of the National TAFE Clearinghouse system is to distribute copies of documents lodged. This requires the author(s) to give to the Clearinghouse system permission to reproduce and distribute the document, by signing the release below.

Authors not wishing to grant this permission will become responsible for distribution, and accordingly, requests for copies of the document will be directed to them.

PERMISSION OF AUTHOR(S)

I/we hereby grant permission to the National TAFE Clearinghouse system to reproduce and distribute this document as required.

SIGNATURE OF AUTHOR(S): DATE:

Queries concerning reproduction and distribution rights may be discussed with your State Clearinghouse Officer.

SAMPLE OF A DOCUMENT REQUEST FORM (PHOTO-REDUCED)

Document request forms are available from State and Territory TAFE Clearinghouses or, in many cases, from TAFE College libraries and in TAFE teacher education institutions. Below is a photo-reduced sample of the request form to be completed by persons requiring a copy of an accessioned document.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

Copies of documents accessioned into the TAFE Clearinghouse System may be obtained by completing this form and forwarding it to **the Clearinghouse in the State of origin of the document.**

REQUEST BY ..... DATE .....

POSITION .....

ADDRESS .....

.....

POSTCODE ..... TELEPHONE .....

AUTHOR, TITLE OF DOCUMENT .....

.....

.....

.....

TD NO. ..... STATE NO. ..... NO. OF COPIES .....

FORMAT: Microfiche ☐ Hard Copy ☐

DATE OF PUBLICATION ..... PRICE .....

OTHER COMMENTS:

If you are a student or a member of the staff of an educational institution please name the institution.

When forwarding requests, a photocopy of this photo-reduced form is acceptable to Clearinghouse officers.

DOCUMENT ENTRIES

TD 739
TAFE National Centre: 6.1

Jones N
National Core Curricula: Development and implementation. Adelaide: TAFE National Centre for Research and Development, 1983, 223p.

Access: Hard Copy

Price: 7.00 (Hard Copy)

Series: Centre report n.1

Descriptors: Course Review; Curriculum Development; Trade Courses

Identifiers: Automotive Mechanics; Carpentry and Joinery; Electrical Trades; Fitting and Machining; National Core Curricula; Plumbing; TAFE Courses

Abstract: This report is an outcome of a project concerned with evaluating the development and implementation of National Core Curricula (NCC) in Australian TAFE. National Core Curriculum is a term referring to a TAFE course provided for a single occupational area where a core of knowledge, skills and curriculum practices has been agreed upon as being common to the program conducted by each TAFE Authority. The conclusions of the evaluation support the concept of NCC as a process valuable to Australian TAFE, particularly in its capacity to lessen duplication of individual TAFE Authority effort and to promote the sharing of TAFE Authority material and human resources.

A separately-published Appendix (299p.; 13.00) to this report consists primarily of documentation relating to the evaluation.

A Summary (51p.; 2.00), consisting mostly of material in the full report, is also available.

A Teacher Resource document drawing on the findings of the report is in process of preparation.

TD 740
TAFE National Centre: 6.2

Schilling R
Common skills across trades. Adelaide: TAFE National Centre for Research and Development, 1983, 220p.

Access: Hard Copy

Price: 8.00 (Hard Copy)

Series: Centre report n.2

Descriptors: Job Skills; Skilled Occupations; Trade Courses; Tradespersons; Transfer of Training

Identifiers: Common Skills

Abstract: This report examines the notion that trade education should be modified to enable tradespersons to move readily from one trade to another should employment patterns suddenly change. The classification of skills as being common, similar or different from skills of a related trade was a major focus of the project, as was the feasibility of implementing courses based on common skills. The conclusion reached was that there was insufficient justification for widespread changes to teaching schedules and existing content in part-time courses, although the concept could be viable in full-time pre-employment trade based courses. A separately-published summary (15p.; 2.00), containing material drawn from the full report, is also available.

TD 741
TAFE National Centre: 6.3

Hawke G; Sweet R
Some issues in access and selection. Adelaide: TAFE National Centre for Research and Development, 1983, 25p.

Access: Hard Copy

Price: 2.00 (Hard Copy)

Series: Occasional paper n.1

Descriptors: Access To Education; Admission Criteria; Kangan Report; Selection

Abstract: This paper on access and selection, prepared by two officers of the NSW Department of TAFE, attempts to examine the relevance of goals and strategies developed in the 1970s (especially with respect to the Kangan Report) to today's Australian TAFE system. The paper also presents guidelines for the directions of future research in these areas within the context of the issues raised.

TD 742
TAFE National Centre: 6.4

Pulsford T
Attendance patterns in trade training. Adelaide: TAFE National Centre for Research and Development, 1983, 116p.

Access: Hard Copy

Price: 5.00 (Hard Copy)

Series: Centre report n.3

Descriptors: Attendance Patterns; Block Release; Day Release; Full Time Students; Pre-apprenticeship Courses

Identifiers: Multi-occupation Courses; Pre-vocational (Trade based) Courses; TAFE Courses

Abstract: In this report the advantages and disadvantages of various attendance patterns for trade training were investigated. Attention was given to day and block release attendance patterns as well as to full-time TAFE programs. Although attendance pattern was found to be a factor with the potential to influence or be influenced by practically every other element of a course, it would appear that the success of a course is less dependent upon the pattern of attendance employed than it is on appropriate and well thought out support structures of the pattern of attendance. None of the patterns of attendance considered was found to be inappropriate to training tradespersons.

TD 743
TAFE National Centre: 6.5

Beasley B
Reading to learn in trade education (Centre report 4; Teacher resource 2). Adelaide: TAFE National Centre for Research and Development, 1983,

Access: Hard Copy

Price: 6.00 (Hard Copy, Centre report 4); 3.00 (Hard Copy, Teacher resource 2)

Series: Centre report n.4, Teacher resource n.2

Descriptors: Educational Resources; Reading Difficulties; Study Guides; TAFE Teachers; Trade Courses

Abstract: (1) Reading to learn in trade education (Centre report n.4) examines the difficulties that some trade students have in reading technical materials. It provides strategies which the trade teacher can use to help students get the most from the materials they are reading. Some of the issues examined include the role of the trade teacher in the classroom, the role of the remedial teacher and strategies for staff development (136p.; 6.00). (2) Reading to learn in trade education (Teacher resource n.2), composed of selected material from Centre report n.4, examines aspects which relate most directly to the needs of the trade teacher in the classroom (55p.; 3.00).

TD 744
TAFE National Centre: 6.6

Beasley B; McLeod J
Guidelines for writing trade teaching materials. Adelaide: TAFE National Centre for Research and Development, 1983, 49p.

Access: Hard Copy

Price: 2.00 (Hard Copy)

Series: Teacher resource n.1

Descriptors: Educational Resources; TAFE Teachers; Teaching Guides; Trade Courses

Identifiers: Course Writing

Abstract: These guidelines are a practical document produced to help teachers preparing written instructional materials for trade students. They include sections on collecting and structuring information, how to tackle the writing task, the language of teaching materials, the layout of text, the use of illustrations, charts, etc., and some ideas on trialling and evaluating the materials as, and after, they are written.

Examples from various trade texts are given to illustrate the main points. There is also a checklist for writers of trade teaching materials and a collection of resource papers in which teachers, currently involved in the writing process, talk about some of the difficulties they have faced and how they have tried to overcome them.

The main thrust of the guidelines is the production of clear, straightforward teaching materials that students can read and understand.

TD 745
TAFE National Centre: 6.7

TAFE National Centre for Research and Development
Draft glossary of TAFE terms. Adelaide: TAFE National Centre for Research and Development, 1983, 35p.

Access: Hard Copy

Price: Free

Descriptors: Glossaries; TAFE; Thesauri

Abstract: The draft glossary of TAFE terms was developed to: (a) assist the TAFE National Centre in developing consistency in the use of terms in Centre publications, (b) assist readers of Centre publications in understanding the way in which terms have been used, and (c) assist State TAFE Clearinghouse Officers in indexing TAFE documents.

Definitions have been sought from a variety of sources and input from a number of TAFE Authorities has been incorporated. It is intended to publish a final version in the next few months based on inputs from: (a) decisions by the Conference of TAFE Directors on nomenclature and awards, (b) the Australian Education Thesaurus, and (c) suggestions from people throughout Australia.

TD 746
State Clearinghouse: WA 6.1

Western Australia. Technical Education Div. Aboriginal Access
Butchering - Balgo Hills (and) Strelley. Perth: 1982, 9p.

Access: M-fiche Interlib

Price: Free

Identifiers: Adult Aboriginal Education; Bridging Courses; Butchering

Abstract: A refresher course for butchers was established due to the number of complaints about past practices in butchering. The goals of the course were to: (a) develop a practical program in basic butchering skills for community members; (b) review the course and evaluate the program to ascertain its acceptance by the people within the community.

Participants in the course (6-8) were selected by the Aboriginal Councils. The course ran for 2 weeks only due to the existence of participants' past experience in the trade. Aims of the course were to provide trainees with theoretical and practical knowledge of slaughtering and butchering. A series of photographs illustrate the various skills being taught.

TD 747
State Clearinghouse: WA 6.2

Western Australia. Technical Education Div. Aboriginal Access.
Market gardening course - Junjuwa Community, Fitzroy Crossing. Perth: 1982, 6p.

Access: M-fiche Interlib

Price: Free

Identifiers: Adult Aboriginal Education; Bridging Courses; Market Gardening

Abstract: Market gardening was seen to be a positive step towards gaining independence and self-sufficiency in the areas of administration, employment, etc.

The course consisting of six students was to be run for ten weeks. It covered all aspects of fertilising and the preparation of soils through irrigation and pest eradication. Findings highlighted the benefits accruing from the gardens, e.g. employment, fresh vegetables to improve diet and an increase in the money supply of the community.

TD 748
State Clearinghouse: WA 6.3

Goldsworthy D
Foundation for employment courses - second semester and 1 year courses: an annotated summary. Western Australia, Perth: Technical Education Div, Transition Resources, 1983, 25p.

Access: M-fiche Interlib

Price: Free

Descriptors: Basic Skills

Abstract: This report is based on reports written by course co-ordinators involved in the second semester and full-year Foundation for Employment and Basic Skills Courses. Its aim is to give those interested in transition education an update on recent TAFE developments in Western Australia.

TD 749
State Clearinghouse: WA 6.4

Western Australia. Technical Education Div. Aboriginal Access
Baking course - Junjuwa community. Perth: 1981, 6p.

Access: M-fiche Interlib

Price: Free

Identifiers: Adult Aboriginal Education; Bakery; Bridging Courses

Abstract: After the creation of an administrative council it was decided that self-sufficiency was needed in administration, employment and fiscal areas. The main aims of the community were to become involved in commercial enterprises such as a bakery. The course was conducted over six weeks with a total of eight students who were currently unemployed.

The aim of the course was to teach the students to bake saleable bread and to maintain bakery equipment. The course covered such topics as ordering, ingredients and equipment. Report recommended that another six weeks' course would be advantageous to reinforce skills learned.

TD 750
State Clearinghouse: WA 6.5

Western Australia. Technical Education Div. Aboriginal Access
House maintenance/repair - Leonora. Perth: 1982.

Access: M-fiche Interlib

Price: Free

Identifiers: Adult Aboriginal Education; Bridging Courses; Building Maintenance

Abstract: Maintenance was required for Leonora Aboriginal Movement Body (LAMB) centre. The work proposed for the intensive one-week course was to provide a selection of Leonora people with a training program which would give guidance in home repair and maintenance. Some of the skills covered involved tool care, carpentry, and house painting.

The report outlines the objectives of the program as providing: (a) maintenance and repair skills; (b) ability to care for and handle tools and provide practice in the operations of measuring and fitting timber.

The purpose of the course was to provide the students with sufficient knowledge and skills to be able to undertake basic repairs to their own houses. The job was done capably within the limits of a one-week course.

TD 751
State Clearinghouse: WA 6.6

Western Australia. Technical Education Div. Aboriginal Access
Diesel/petrol engine maintenance - Cundeelee. Perth: 1982, 12p.

Access: M-fiche Interlib

Price: Free

Descriptors: Automotive Mechanics

Identifiers: Adult Aboriginal Education; Bridging Courses

Abstract: At the remote Aboriginal Reserve at Cundeelee a course was held to train members of the local community in the skills of running, maintenance and repair of their mechanical plant and equipment. Ten men enrolled in the four-week course which aimed to provide a basic understanding of the community's diesel and petrol engines.

TD 752
State Clearinghouse: WA 6.7

Western Australia. Technical Education Div. Aboriginal Access.
Basic bookkeeping - Kalgoorlie. Perth: 1982, 10p.

Access: M-fiche Interlib

Price: Free

Descriptors: Bookkeeping

Identifiers: Adult Aboriginal Education; Bridging Courses

Abstract: The aim of this course was to fulfil the needs of those providing Aboriginal settlement community-based shopping facilities, as well as to provide assistance to the self-employed. It was the first in a series of courses intended to take participants from the basic to the more complex phases of bookkeeping for businesses. This first stage dealt with support skills - filing, correspondence, petty cash, payments, and formal meeting procedures. The second stage will provide instruction in simplified bookkeeping. Ten participants from areas surrounding Kalgoorlie attended the one-week course.

TD 753
State Clearinghouse: WA 6.8

Western Australia. Technical Education Div. Aboriginal Access
Boomerang construction and throwing - Gnangara cultural complex. Perth: 1982, 9p.

Access: M-fiche Interlib

Price: Free

Identifiers: Aboriginal Arts; Adult Aboriginal Education; Boomerangs; Bridging Courses

Abstract: The Gnangara cultural complex requested TAFE to set up a course in the manufacture and throwing of returning boomerangs.

There is a growing market for these boomerangs in the tourist industry. At present, however, most are imported into the State. The few that are locally made have no Aboriginal involvement.

The aims of the program were: (a) to train unemployed Aborigines in the construction of returning boomerangs; (b) to train them in the throwing of returning boomerangs. Three trainees have now set up a small enterprise.

TD 754
State Clearinghouse: WA 6.9

Western Australia. Technical Education Div. Aboriginal Access
Shearing - Narrogin. Perth: 1982, 6p.

Access: M-fiche Interlib

Price: Free

Identifiers: Adult Aboriginal Education; Bridging Courses; Shearing

Abstract: A course in shearing was organised for unemployed Aboriginal men from the Narrogin area. Ten trainees were selected for the 4 week program. Objectives were to produce capable shearers and shed-hands. At the conclusion of the course all trainees, except one, gained employment.

TD 755
State Clearinghouse: WA 6.10

Western Australia. Technical Education Div. Aboriginal Access
Emu egg carving - Wiluna. Perth: 1982, 5p.

Access: M-fiche Interlib

Price: Free

Identifiers: Aboriginal Arts; Adult Aboriginal Education; Bridging Courses; Emu Egg Carving

Abstract: A project to create emu egg carving at Wiluna was stimulated by the expected tourist trade.

The course objectives were that students would: (a) become aware of the market requirements relating to Aboriginals producing and selling carved emu eggs; (b) be able to pack eggs securely for transport; (c) be able to decide style and best techniques for transport of eggs; (d) learn techniques of use and care of tools and consumables.

The two-week course had poor attendance and only limited success

TD 756
State Clearinghouse: WA 6.11

Advisory Committee on Agricultural Education
Proposed WA farm skills and cadet scheme. Perth: Western Australian Post Secondary Education Commission, Perth, 1981, 11p.

Access: Hard Copy Interlib

Price: Free

Descriptors: Agricultural Education; Farm Occupations

Abstract: The WA Farm Skills and Cadet Scheme arose from the skills training for farming. This program is designed to utilise the farm training facilities available in Western Australia, including agricultural schools and colleges. The scheme is designed to complement existing courses. Training would be provided for two groups of people: (a) those requiring instruction in a comprehensive range of basic farming skills and some related theory; (b) those requiring instruction in a particular skill who would be able to undertake the appropriate unit(s) from the course.

The Cadet Scheme will be based on a three-year full-time program with major emphasis on gaining practical experience on the farm. Provision has been made to undertake specific units rather than the entire scheme.

TD 757
State Clearinghouse: WA 6.12

Advisory Committee on Agricultural Education
Agricultural education in Western Australia. Perth: 1981, 110p.

Access: Interlib

Price: Free

Descriptors: Agricultural Education

Abstract: The Committee was established to review agricultural education in Western Australia in the following terms: (a) to identify the future needs of organisations offering agricultural education at all levels; (b) to identify areas of agricultural education that are not catered for by existing organisations, and (c) to explore a possible development pattern involved and facilities available for agricultural education.

Recommendations include a proposal to establish an Agricultural Education Council to advise on the future direction and promotion of agricultural education.

TD 758
State Clearinghouse: WA 6.13

Locke T
Malcolm Knowles andrologogical approach: Is it compatible with the self-paced, mastery learning model used in technical education? Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 8p.

Access: M-fiche Interlib

Price: Free

Descriptors: Mastery Learning; Pacing

Identifiers: Androgogy

Abstract: This report examines two papers of the Sixth National Conference and Exhibition of the Australian Institute of Training and Development. They were presented by Malcolm Knowles, who explained his model of adult learning as it should apply to the 'training professional', and Mavis Bird, who presented the model of self-paced mastery learning as it has been applied at Richmond Technical College in Victorian TAFE.

This paper attempts to show the compatibility of these models and to point out where the self-paced mastery system demonstrates practical application of the androgogical model.

TD 759
State Clearinghouse: WA 6.14

Spiro T S; Bramley J D; Taylor P J; Pyke L H
Training needs for the refrigeration, air conditioning and personal comfort industry. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 30p.

Access: M-fiche Interlib

Price: Free

Descriptors: Air Conditioning; Refrigeration Mechanics

Abstract: The refrigeration and air conditioning industry in WA depends largely on TAFE for its training. In the past, the industry has participated in course design. Aiming at a broader look at the industry, the suggestions put forward in this report are a result of

discussions with industry, professional lecturing staff, and with other training establishments in Australia.

TD 760
State Clearinghouse: WA 6.15

Western Australia. Technical Education Div. Aboriginal Access
TAFE Aboriginal Access Report 1981. Perth: 1982, 60p.

Access: M-fiche Interlib

Price: Free

Descriptors: General Education

Identifiers: Adult Aboriginal Education; Bridging Courses

Abstract: This report gives an overview of the operations of Aboriginal Access for 1981, describes courses offered throughout the State, and makes proposals for future courses.

TD 761
State Clearinghouse: WA 6.16

Kidd M
Report of findings of a survey of Colleges of Art and Design in the U.K. and other countries into the relationship between the study areas of Fine Art and Design. Western Australia, Perth: Technical Education Div, 1983, 44p.

Access: M-fiche Interlib

Price: Free

Descriptors: Art Education; Design; Fine Arts; Graphic Arts; Study Abroad

Abstract: The report examines the organisation of Art and Design Colleges in the U.K. and other countries and compares it with TAFE in WA. It looks closely at the relationship between Art and Design courses within Colleges, and at the WA Post Secondary Education Commission's report into Art, Craft and Design which recommends a college built especially for that purpose.

TD 762
State Clearinghouse: WA 6.17

Manufacturing Industry Council, Confederation of Western Australian Industry, Perth
Report on "New Technologies". Perth: 1982, 60p.

Access: Interlib

Price: Free

Descriptors: Industry; Technological Advancement; Technology

Abstract: A Technology of Manufacture Committee was established by the Manufacturing Industry Council of the Confederation of WA Industry. Its purpose was to advise the Council on all matters relating to technology in industry including: process technology and productivity, technology transfer, innovation, management techniques, role of government, and adjustment assistance.

This report presents the results of the Committee's deliberations, summaries of submissions received from industry, and makes recommendations on aspects of new technology which could be the subject of systematic examination and periodic review.

TD 763
State Clearinghouse: WA 6.18

Bovenizer M; Pyke L H
Possible roles in support of the Trade Union Training Authority. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 15p.

Access: M-fiche Interlib

Price: Free

Descriptors: Unions

Abstract: This report examines possible roles for TAFE in supporting the Trade Union Training Authority (TUTA) in Western Australia. TUTA has developed courses for the trade union organisations in response to a demand which has not been satisfied by any other educational institution. There has been very little collaboration between TUTA and TAFE in producing courses so far. The report makes recommendations for increasing support from TAFE.

TD 764
State Clearinghouse: WA 6.19

Williams R; Raine R D; Pyke L H
Innovations in automotive courses. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 20p.

Access: M-fiche Interlib

Price: Free

Descriptors: Automotive Mechanics

Abstract: The report outlines progress in updating automotive training courses in WA, noting that more consultation between industry and TAFE colleges is desirable. Future training courses are envisaged in microprocessors, industrial robotics and vehicle and component diagnostic testing.

TD 765
State Clearinghouse: WA 6.20

Burking C C; Pyke L H
Proposed innovations in fitting and machining courses. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 15p.

Access: M-fiche Interlib

Price: Free

Descriptors: Machine Tool Operators; Metal Fabrication

Abstract: The report outlines progress in updating Fitting and Machining courses in WA.

Improvements envisaged are: (a) training for related post-trade courses, e.g. Programming, Quality assurance, Production methods; (b) retraining courses as required by industry; (c) development of a Certificate in Workshop Technology; (d) improvement of facilities to support training.

TD 766
State Clearinghouse: WA 6.21

Pyke L H
Multiple funding. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 11p.

Access: M-fiche Interlib

Price: Free

Descriptors: Educational Finance; Financial Support; Private Financial Support; State Aid; State Federal Aid

Abstract: The report reviews potentialities for multiple or mixed funding for student and staff projects in TAFE. It looks at sources of funding - government, private, and overseas - and recommends a reorganisation of education funding.

TD 767
State Clearinghouse: WA 6.22

Goldsworthy D; Laplanche R; Pyke L H; Tomkinson D E; Sweet J
Evaluation of teaching. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1982, 5p.

Access: M-fiche Interlib

Price: Free

Descriptors: Teacher Evaluation

Abstract: The report outlines current practices in the evaluation of teaching. It shows how these practices, which emanate from Universities and Colleges of Advanced Education, affect TAFE. It makes some recommendations for the improvement of evaluation methods as an adjunct to the oversight now given by industry.

TD 768
State Clearinghouse: WA 6.23

Pyke L H
Individualised instruction. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1983, 28p.

Access: M-fiche Interlib

Price: Free

Descriptors: Individualised Instruction

Abstract: This report presents the results of a literature survey on individualised instruction for Technical and Further Education. The survey shows current practices, comments and conclusions arising from this method of education.

TD 769
State Clearinghouse: WA 6.24

Thorogood R
Current themes in vocational education and training policies and systems: an overview. Western Australia, Perth: Technical Education Div, 1982, 71p.

Access: M-fiche Interlib

Price: Free

Descriptors: Educational Policy; Education Trends; Technical Education; Vocational Education

Abstract: This report examines vocational education and training policies and systems in Australia and overseas, and addresses the following questions: (a) why certain trends are perceived as desirable for vocational education and training; (b) what options have been considered and why; (c) whether there are any common themes in these trends, and their underlying rationale. It also examines a mix of 'healthy' State and local economies as well as those which are suffering degenerative malaise.

TD 770
State Clearinghouse: WA 6.25

Parlongo G
Student services report. Western Australia, Perth: Technical Education Div, 1983, 180p.

Access: M-fiche Interlib

Price: Free

Identifiers: Non-instructional Services; Student Services

Abstract: The objectives of this study were: (a) to obtain information which would describe the current state of 'student services' provided by Technical Colleges; (b) to identify issues and problem areas which have produced (or have the potential to produce) student discontent and alienation; (c) to develop strategies designed to improve the quality of student life and foster the growth of a corporate student spirit within Technical Colleges.

TD 771
State Clearinghouse: WA 6.26

Martino A
A study of student and industry views on the Certificate in Automotive Engineering. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1983, 37p.

Access: M-fiche Interlib

Price: Free

Descriptors: Automotive Mechanics; Review

Identifiers: Automotive Engineering

Abstract: In a review of the Certificate in Automotive Engineering, a survey of graduates and industry representatives was undertaken.

The study found that: (a) awareness of the course should be increased in the industry and among potential students; (b) the course should be constantly reviewed to keep pace with the latest trends in the industry; (c) the structure of the course and its assessment methods require revision.

TD 772
State Clearinghouse: WA 6.27

Cameron R J; Swain M; Jongeling S
Self paced instruction in panelbeating and spraypainting apprentice training - an evaluation of a pilot project. Perth: Mount Lawley Campus, WA College of Advanced Education, 1983, 92p.

Access: M-fiche Interlib

Price: Free

Descriptors: Apprenticeships; Individualised Instruction; Mastery Learning; Pacing

Identifiers: Panelbeating; Spraypainting

Abstract: This study was commissioned to enable WA TAFE to assess the efficacy of the 'self-paced' mode of instruction as a viable training alternative; to provide information concerning the program's effectiveness; and to identify resource requirements, curricula development and implementation strategies specific to the needs of self-paced instruction.

TD 773
State Clearinghouse: WA 6.28

Goldsworthy D
Esperance cereal harvesting course. Western Australia, Perth: Technical Education Div, Transition Resources, 1983, 12p.

Access: M-fiche Interlib

Price: Free

Descriptors: Harvesting

Identifiers: Transition From School To Work; Transition Programs

Abstract: This report describes an eight-week community-based training project conducted in Esperance under the School to Work Transition Program.

Commonwealth Employment Service figures indicated a high demand for semi-skilled and unskilled farm workers, and also a high unemployment rate.

The course involved: (a) maintenance and care of farm machinery; (b) operation of farm machinery; (c) basic farm safety.

Most of the students obtained employment during or soon after completion of the course.

TD 774
State Clearinghouse: WA 6.29

Kopij S
Environmental conservation and maintenance course report - Rottnest Island. Western Australia, Perth: Technical Education Div, Transition Resource, 1982, 105p.

Access: M-fiche Interlib

Price: Free

Descriptors: Bricklaying; Carpentry; Electricians; Environmental Education; Landscaping; Plumbing

Identifiers: Mechanics; Transition From School To Work; Transition Programs

Abstract: A nine-week course, funded under the School to Work Program, was developed to help unemployed young people develop skills related to environmental conservation and maintenance (including carpentry, electrical, plumbing, clerical and landscaping skills). In addition, the residential course aimed to foster independence and self-reliance within a group situation.

For the first two weeks, students were involved in Technical College work, for six weeks they lived in cottages on Rottnest Island (a popular tourist resort), and for the last week activities were based in Perth.

TD 775
State Clearinghouse: WA 6.30

Goldsworthy D
Joint CYSS/TAFE education programme for unemployed youth - Term III, 1982 Western Australia, Perth: Technical Education Div, Transition Resources, 1983, 15p.

Access: M-fiche Interlib

Price: Free

Descriptors: Unemployment

Abstract: Two Federal Government-funded programs aimed at helping the long-term, under-achieving unemployed are the Community Youth Support Scheme (CYSS) and the Education Program for Unemployed Youth (EPUY).

This report describes a course designed to bring together the best aspects of TAFE and CYSS to run a joint EPUY course, which would increase the range of options available to the young unemployed.

TD 776
State Clearinghouse: WA 6.31

Goldsworthy D
Part-time EPUY - letting go, but gently. Western Australia, Perth: Technical Education Div, Transition Resources, 1982, 19p.

Access: M-fiche Interlib

Price: Free

Descriptors: Unemployment

Abstract: Part-time Education Program for Unemployed Youth (EPUY) courses were established in WA for two distinct reasons: *(a)* most were established as follow-up courses to help students who had been through full-time EPUY courses, *(b)* one program was established to help young people who wanted to be able to continue searching for work while developing new skills. This report briefly describes WA TAFE's part-time EPUY program.

TD 777
State Clearinghouse: SA 6.1

Brown P J
Report on the provision of surveying courses in the Department of Technical and Further Education. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 49p.

Access: M-fiche

Price: Free

Descriptors: Educational Facilities; Geographic Location; Relocation; TAFE Courses; Technicians

Identifiers: Surveying

Abstract: This report was prepared in the Research Branch of the Department of Technical and Further Education in 1981. It describes the nature of surveying and related courses now offered through the Department, student and staff characteristics, facilities, equipment and costs. The likely future level of enrolments over the next few years is estimated. Various optional arrangements for the possible relocation of these courses to other metropolitan colleges of TAFE are examined, and a 'preferred option' is identified. The results of a survey of students on their locational preferences for study are also included.

TD 778
State Clearinghouse: SA 6.2

Brunner S
Some perspectives on the participation of females in transition education. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 47p.

Access: M-fiche

Price: Free

Descriptors: Career Counselling; Employment Opportunities; Females; Link Courses; Prevocational Education; Transition Education

Abstract: This overview of the 1982 Transition Education Program (SA) emphasises the participation of females in the program. This participation is studied in regard to the numbers of females in each of the program's components (e.g. link, pre-vocational [trades]) and in their course choices within those components.

Due to the stereotype course choices made by both sexes and to the continuing involvement of females in courses which have limited employment and further training opportunities, the paper recommends that the Department of TAFE change its counselling activity on the link course level. The Department is encouraged to take part in pre-counselling and post-counselling sessions on a large group basis in order to alert both males and females to the alternatives in training and career selection offered by TAFE institutions. If such efforts were to begin on the link course level, females could be brought to enlarge their career horizons. As an encouragement to such counselling participation, the equal opportunity and open access policies of the Department are cited.

TD 779
State Clearinghouse: SA 6.3

Brown P J
A planning report for the Centre for the Performing Arts. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 45p.

Access: M-fiche

Price: Free

Descriptors: Educational Planning; Theatre Arts

Identifiers: Modern Dance; Performing Arts; Technical Theatre

Abstract: The report was prepared as a planning document for the Department's Centre for the Performing Arts, where currently vocational training is provided in the areas of modern dance and technical theatre. It is descriptive of the current program in terms of enrolments, staffing, costs, role in the education system, and its importance to the performing arts industry. The report also examines possible new educational areas for development, and presents a number of options for future action, ranging from maintenance of the present program to the introduction of new elements and the possible liaison with other programs in arts education.

The report was prepared in close consultation with the Head of the Centre for the Performing Arts and with an advisory committee of local industry representatives.

TD 780
State Clearinghouse: SA 6.4

Fielke R J; Kuhl [illegible]
An analysis of the wine industry in South Australia: along with a general description of the nature and size of its education/training needs. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 80p. ISBN 0724391630

Access: M-fiche

Price: Free

Descriptors: Educational Needs; Occupational Courses; Retailing; Wholesaling

Identifiers: Hospitality Industry; Wine Industry

Abstract: This study identifies the wine industry and the occupation groups within its components. In addition, estimates of numbers of persons employed in certain sub-groups are presented for selected geographical regions in South Australia. The information is then used to specify prima facie education/training needs for selected client groups in priority order.

TD 781
State Clearinghouse: SA 6.5

Ward B J; Lindsay D S
Port Augusta College of Technical and Further Education: an educational needs analysis. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 123p.

Access: M-fiche

Price: Free

Descriptors: Educational Facilities; Educational Needs; Population Trends; TAFE Colleges

Abstract: This report follows the now established South Australian model for researching and documenting the full range of educational needs of a population residing in the catchment area of a college of technical and further education - in this case Port Augusta and regions in northern South Australia. The three major categories carefully reviewed and statistically described are: (1) the present inadequacies of the facilities at the Port Augusta College of TAFE; (2) presently observed population and industrial growth patterns at Port Augusta and in the region; (3) assessments of expected and potential future growth.

Together, these elements make an overwhelming case for comprehensive redevelopment of the physical plant of the Port Augusta College of TAFE. The specific recommendations consistent with the findings are listed at the beginning of the report.

TD 782
State Clearinghouse: SA 6.6

Parkinson K J
Effective publicity in TAFE. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 32p.

Access: M-fiche

Price: Free

Descriptors: Advertising; Publicity; TAFE Courses

Abstract: The report compares three studies on the effectiveness of publicity methods undertaken in the South Australian Department of Technical and Further Education. It concludes that the most effective method of promoting TAFE courses is through the satisfied customer. Newspapers have their place, but it would appear to be a waste of time to use a local newspaper except in certain tightly defined cases.

TD 783
State Clearinghouse: SA 6.7

Ward B J
Small country colleges in South Australia in a State-wide context. South Australia. Adelaide: Dept of Technical and Further Education, 1983, 99p. including maps, graphs and tables.

Access: M-fiche

Price: Free

Descriptors: Community Attitudes; Community Size; Program Development; Small Colleges; TAFE Colleges

Identifiers: Country Colleges

Abstract: Drawn largely from a previously unpublished internal report this document makes available for the first time, in easily compared diagrammatic form, a comprehensive collection of descriptive statistics on all country colleges. Most information is presented on more than one geographic scale. Student participation rates and college catchment areas are shown on maps and population numbers in tables. A particularly important finding is just how severely limited is the range of programs offered by the smallest colleges. Various techniques have been employed to portray the nature of this disadvantage and to explore remedies.

TD 784
State Clearinghouse: SA 6.8

Pulsford T M; Houston D J; Grosvenor J S
Evaluation of the 1981 Pre-vocational (metal and electrical trades) Programme. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 81p.

Access: M-fiche

Price: Free

Descriptors: Electrical Occupations; Metal Industry; Transition Education

Identifiers: Pre-vocational (Trade based) Courses

Abstract: This project was one of several in the field of transition education conducted by the South Australian Department of Technical and Further Education in 1981. The project was intended to describe the prevocational program and to provide an evaluation in terms of the broad aims and objectives of the program. The courses provided full-time training equivalent to the first year apprenticeship course work, either from a group of electrical trades or from a group of metal trades.

The report sets out the findings of the evaluation and indicates some developments which have resulted from these findings.

TD 785
State Clearinghouse: SA 6.9

South Australia. Dept of Technical and Further Education.
Equal opportunity for women in TAFE: conference report. Adelaide: 1982, 69p.

Access: M-fiche

Price: Free

Descriptors: Employed Women; Equal Opportunities (jobs); Females; Job Development; Sex Fairness

Abstract: This is a report of a conference held on June 4, 1982. A major aim was to increase women's participation in management and to promote women's career paths in TAFE. This document contains major speeches given at the conference, and recommendations for policy and action in the Department of Technical and Further Education in South Australia.

TD 786
State Clearinghouse: SA 6.10

Grosvenor J S; Dennis R K
Pre-employment courses in South Australian TAFE: recent research and evaluation. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 18p.

Access: M-fiche

Price: Free

Descriptors: Educational Research; Prevocational Education; TAFE Courses; Transition Education

Abstract: This paper presents an overview of research and evaluation conducted within South Australia and directed to its recent TAFE transition education courses. It then describes some of the administrative and methodological issues which have arisen in this context.

Details of the courses and the findings of the research are not presented in this document; they can be obtained instead from the various South Australian references cited at the end of the paper.

TD 787
State Clearinghouse: SA 6.11

Mitchell J C
Involvement and role of TAFE in the education of disabled people. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 23p.

Access: M-fiche

Price: Free

Descriptors: Access To Education; Disabilities; Educational Policy; TAFE Courses

Abstract: The paper was prepared for an Organization for Economic Cooperation and Development (OECD) conference on education for disabled young people. It analyses the involvement and role of TAFE by looking at the current provision for disabled people (mainstream courses, special programs and other current TAFE action). It also analyses four key principles of TAFE with respect to the education of disabled people. These principles are: (a) opportunity for lifelong learning; (b) opportunity for access; (c) accountability and community; (d) quality of education.

Examples are taken from a number of Australian States.

TD 788
State Clearinghouse: SA 6.12

Evans M S; Swift R K; Harris G D; Smith J D
An evaluation report on the Regency Park Community College remedial intervention programme 1982. Adelaide: Regency Park Community College, 1982, 82p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Literacy; Remedial Mathematics; Remedial Programs

Abstract: This evaluation of the Regency Park Community College remedial project (1982) demonstrates that: (a) there is a significant student need for remediation in literacy and numeracy; (b) provision for such students is feasible within current programs; (c) provision in 1982 has produced significant results; (d) the program has been welcomed by students, staff and employers as a valuable and integral part of College teaching; (e) the program is cost-effective when measured against existing methods of provision.

The report details student needs, highlights current and planned programming, and presents an assessment of the year's work.

TD 789
State Clearinghouse: SA 6.13

South Australia. Dept of Technical and Further Education
Health and Care Certificate: curriculum document. Adelaide: 1982, 81p.

Access: M-fiche

Price: Free

Descriptors: Health Education; Home Health Aides

Abstract: This document is an extension of the former home economics awards which this curriculum replaces. However, the document represents an advance on the knowledge and skills from the traditional area being extended into paid and unpaid voluntary, and full-time and part-time employment in a range of activities, which encompass: caring agencies, consumer consultants, meal service, service agencies and community health workers.

The awards have an educational structure but are sufficiently flexible to allow students to dictate their own study format and to produce a program that best suits each individual's needs.

TD 790
State Clearinghouse: SA 6.14

South Australia. Dept of Technical and Further Education.
Hairdressing Certificate. Adelaide: 1982.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Service Occupations; Student Evaluation; Student Records

Identifiers: Hairdressing

Abstract: 1) A Hairdressing Certificate (Basic trade) Curriculum document (119p.) developed in close concert with the industry and the Industrial and Commercial Training Commission. It should be read in association with 2) the Hairdressing Apprentice Training Record (35p.), a log book which, when filled in, will provide a record of what is taught at the college together with a record of assessment standards of the apprentice's work experience and on-the-job training. The book is divided into three main areas: (a) an introduction and information section for the employer and apprentice; (b) an evaluation and communication section, whereby the employer and college can communicate information of concern each to the other, and to the understanding of the apprentice; (c) a major practical section with a breakdown of task competencies. Each publication reflects and records the responsibilities of both the educational institution and the employer, providing an integrated (TAFE/Industry) curriculum.

TD791
TAFE National Centre: 6.8

Melling T G
Curriculum development and teaching styles in transition courses. Adelaide: TAFE National Centre for Research and Development, 1982, 5p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Curriculum Evaluation; Study Abroad; TAFE Teachers; Transition Education

Abstract: Transition courses and the problems they pose for teachers are examined in this report, drawing on the English and Welsh experience. With the evolution of a third (new) form of further education for 16 to 18 year olds the problems of designing appropriate curricula and assessment related to students' needs are more complex, as are those of acceptability and transferability of qualifications, and utility of programs offered. The author feels that public acceptance of transition courses will depend on quality control which must be given by a national body which will lay down general criteria and guidelines. In answer to the need for a more flexible and responsive approach to the educational needs of young people and their propective employers demanded by transition courses, current proposals advocate a continuous program of interwoven curriculum and staff development at ground level with appropriate support in institutions and authorities.

TD 792
State Clearinghouse: SA 6.16

South Australia. Dept of Technical and Further Education
Architectural brief: City college Adelaide: 1982, 214p.

Access: M-fiche

Price: Free

Descriptors: Building Plans; Educational Facilities Planning; TAFE Colleges

Abstract: This architectural brief concerns the new TAFE college to be located within the Adelaide Central business district.

The College will consolidate on one site several elements which are currently located on a number of scattered sites. In addition to providing improved facilities which will significantly increase the effectiveness of existing programs, the new college will provide increased opportunities for courses in data processing, short courses in business studies, updating/retraining courses and transition education.

TD 793
State Clearinghouse: SA 6.17

Watt N W
A survey of the vocational training needs of the screen printing industry in South Australia. Adelaide: 1982, 62p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Educational Needs; Printing; TAFE Courses

Identifiers: Screen Printing

Abstract: The purpose of this study was to examine the vocational training needs of the screen printing industry in South Australia. The sample group consisted of a broad range of industries which utilise screen printing as a means of production, namely, general screen printers, fabric printers, speciality printers and sign writers. Individual interviews were conducted where a question sheet was answered and discussed. The findings of the survey indicated that: (a) many of the people employed as printers were unskilled; (b) employers were continually seeking skilled workers, (c) few employers were familiar with basic courses available to workers; (d) comprehensive training programs were required, e.g. apprenticeships, vocational and prevocational programs; (e) course content needed to include extensive information for all industries concerned.

The recommendation from the survey was that a combination of two courses be developed immediately, with the format and syllabuses decided by representatives from TAFE and industry.

TD 794
State Clearinghouse: SA 6.18

Hadjisavas E L
Pilot study: Technical English for migrant workers employed within the metal cutting industry. Adelaide: Adelaide College of the Arts and Education; Regency Park Community College, 1979, 160p.

Access: M-fiche

Price: Free

Descriptors: English for Special Purposes; Metal Fabrication; Migrant Adult Education; Migrant Workers

Abstract: This is a pilot study addressing itself to the special learning difficulties and training needs of migrant workers employed within a South Australian metal cutting industry. The study evolved within the context of a staff development scheme in which both industry and a TAFE college collaborated on an experimental basis.

The data for this study was gathered by using the 'Intensive Method' and analysed using a technique as detailed by H.W. Banaka. A comprehensive base for migrant training is provided, which might be used by TAFE colleges envisaging running courses for such groups.

TD 795
State Clearinghouse: SA 6.19

Passmore D M
The development of the School of Graphic Arts Composing syllabus (theory and practical). Croydon Park College of Technical and Further Education, Adelaide: School of Graphic Arts, 1982, 81p.

Access: M-fiche

Price: Free

Descriptors: Apprentices; Graphic Arts; Printing

Identifiers: Composing (Printing)

Abstract: The purpose of the research was to update the syllabus for composing apprentices attending the School of Graphic Arts in Adelaide. The syllabus reflects a co-ordinated span of three years' theory and practical basic trade training. Changing technology forced the change together with a lift in the quality of training generally. The problem required the understanding of industry trends on a local, interstate and overseas basis. The syllabus is presented in yearly sections on a block-by-block basis. The result is an informative teachers' handbook to serve as a guide to teachers and training personnel within industry.

TD 796
State Clearinghouse: SA 6.20

Brown A J; Kenworthy B R; Davies A; with the assistance of Hannaford K
The provision, organisation and utilisation of learning resources in TAFE colleges: report on an investigation supported by the Evaluative Studies Steering Committee of the Tertiary Education Commission. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 107p. (Vol.1); 29p. (Vol.2, Appendixes)

Access: M-fiche

Price: Free

Descriptors: Educational Resources; Educational Trends; Learning Resources Centres; Libraries; TAFE Colleges

Abstract: This report completes a two-year study of the provision, organisation and utilisation of learning resources in TAFE colleges. Information was sought by means of literature review, questionnaires and interviews on the existing levels and methods of provision of learning resources in two TAFE colleges in each of South Australia, Tasmania and Victoria.

The authors concluded that the provision of learning resources and library services for TAFE educational programs was perceived by TAFE administrators and some staff members as a relatively low priority. At the same time, the study also provided encouraging signs that the gradual change in orientation from a teacher-centred to a learner-centred system of instruction was leading to increased attention being paid to the development, production and utilisation of learning resources.

TD 797
State Clearinghouse: SA 6.21

Brown A J; Kenworthy B R
New forms of delivery for TAFE course provision. South Australia, Adelaide: Dept of Technical and Further Education, 1983, 24p.

Access: M-fiche

Price: Free

Descriptors: Delivery Systems; Educational Technology; Instructional Systems; Technological Advancement

Abstract: This paper discusses alternative delivery systems for Technical and Further Education course provision from the standpoint of the educational technologist. It discusses the application of individual or self-paced learning; resource based learning; and intermediate and high technology. It examines the potential impact of new technological developments and presents for consideration a number of initiatives which could be taken to use technology to improve the efficiency and effectiveness of the teaching/learning process.

TD 798
State Clearinghouse: SA 6.26

Kuhl D H; Lothian A E; Williams D A; assisted by K J Parkinson in regard to paper 4.
Analysis of the Carpentry and Joinery vocations: Prepared by the Research Branch in co-operation with the C & J Working Party and the C & J Curriculum Committee South Australia, Adelaide: Dept of Technical and Further Education, 1983, various paging (5 papers)

Access: M-fiche

Price: Free

Descriptors: Building Trades; Skilled Occupations

Identifiers: Carpentry and Joinery

Abstract: This report consists of five papers which have been produced to cover a series of questions relating to the Carpentry and Joinery (C&J) vocation areas.

Each paper deals with a particular set of concerns: (a) Background, aims and rationale (31p.); (b) C&J Basic Trade Course in South Australia - definitions and analysis (31p.); (c)

The nature of the client group (58p.); (d) Manpower information, and estimates of the size of the education/training demand (23p.); (e) Some key factors (57p.).

Most of the remarks in the report are specific to Carpentry and Joinery; however, some comments, such as many of those relating to technological change, are of a general nature, i.e. they apply to Carpentry and Joinery and beyond that to other vocation areas as well.

TD 799
State Clearinghouse: NSW 6.42

Sydney Technical College Training and Development Certificate Course Year 3
Public enquiry staff: a report. Sydney: 1982, 27p.

Access: M-fiche

Price: Free

Descriptors: Information Sources; Inplant Programs; Inquiry; Job Analysis; Receptionists; Task Analysis

Identifiers: Training and Development Certificate Course

Abstract: A Government Department was surveyed on the functioning of its public enquiry staff and on its perceived training needs for such staff. Two separate questionnaires were prepared, one for distribution to the supervisors and one for the public enquiry staff. Information was sought on job classification, age, experience and duties, on problems arising in the job and on inservice training offered by the organisation, with respondents invited to suggest other training needs. Public enquiry staff surveyed included: technical officers, clerks, typists, clerical assistants and stenographers. A number of inconsistencies were found among the responses to the questions on training. It appeared however to the authors that the majority of staff had not received formal or systematic public enquiry training. They recommend the establishment of a training section within the organisation to encompass areas of induction, job skills acquisition, familiarisation with relevant legislation, communication skills, conflict resolution skills and public relation skills. A review of staffing levels was recommended and an investigation into the office environment.

TD 800
State Clearinghouse: NSW 6.43

Toms W J
Adult literacy: a survey of the effectiveness of volunteer tutors in the Hunter Valley Adult Literacy Programme. New South Wales, Newcastle: NSW Dept of Technical and Further Education, 1982, 59p.

Access: M-fiche

Price: Free

Descriptors: Adult Literacy; Literacy Education; Tutoring; Volunteers

Abstract: A survey of 149 adult literacy students and 163 volunteer students from the Hunter Valley Adult Literacy Programme was conducted with the object of assessing the effectiveness of the volunteer tutoring techniques; to determine future needs, future clients, recruitment methods and to help devise a publicity campaign to attract tutors and clients. Student characteristics surveyed included the age, location, occupation and previous education of students and their initial mode of enquiry about the scheme. Reasons for withdrawal from the scheme and tutor sex preferences of students are recorded. Tutor characteristics surveyed included student sex preference and tutoring location, details of initial entry to scheme and dropout rates. The students were initially interviewed, assessed and placed with an individual volunteer tutor. Contact was maintained with tutor and student on a regular basis. After 20 lessons progress was assessed for functional skills on: own name and address and family names and addresses, simplified reading matter, newspaper articles. Results indicate that smaller (geographically and numerically) programs may be most effective, being more capable of offering ongoing individual support for working pairs or alternatively of offering another tuition mode.

TD 801
State Clearinghouse: NSW 6.44

Transition Resource Appraisal Panel
Transition: Social and Life Skills. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 114p.

Access: M-fiche

Price: Free

Series: Resource Appraisals for TAFE teachers

Descriptors: Daily Living Skills; Educational Resources; Interpersonal Competence; Nonprint Media; Resource Materials; Transition Education

Abstract: To counter the problem of the lack of knowledge on the availability and effectiveness of learning resources relevant to the Social and Life Skills component of TAFE Transition courses, the Audio-Visual Advisory Service in conjunction with the Transition Education Unit and Library Services estab-

lished a Resource Appraisal Panel. Materials have been appraised on information, presentation, technical quality, design, cost effectiveness and applicability to TAFE courses. Details, specifications and content of the resource are listed with price and availability.

TD 802
State Clearinghouse: NSW 6.45

White K
An investigation into the future of the Hot Metal component in the Composition trade course. Sydney: Institute of Technical and Adult Teacher Education, Sydney College of Advanced Education, 1982, 27p.

Access: M-fiche

Price: Free

Descriptors: Course Content; Curriculum; Graphic Arts; Photocomposition; Skill Analysis; Task Analysis; Technological Advancement

Identifiers: Composition Trade Course

Abstract: An exploratory study was undertaken to analyse the content of the Composition Trade Course at the School of Graphic Arts, Sydney Technical College. Significant changes to current Composition practice were found and predictions for the future use of Composition were made. These changes indicated a shift from Hot Metal and Photocomposition over the next 3 years, and predictions were that this shift would continue. There were distinct implications for teachers of Composition as for curriculum designers. These implications involved current syllabus content, predicted future syllabus construction and the planning of future resource needs. Teachers will need to be aware of the changing technology employed in the Composition trade and keep abreast of educational technology. Recommendations were made in an attempt to make the Composition Trade Syllabus an educationally sound document.

TD 803
State Clearinghouse: QLD 6.1

O'Regan P
The development and use of resource material centres in Queensland TAFE colleges. Brisbane: Brisbane College of Advanced Education, 1982, 122p.

Access: M-fiche

Price: Free

Descriptors: Learning Resources Centres; Libraries; Library Planning.

Identifiers: Resource Material Centres

Abstract: The dissertation traces the development of Resource Material Centres (RMC) in Queensland. It briefly covers the historic development of TAFE with particular emphasis on changes that have occurred since the first ACOTAFE Report in 1974. This and subsequent reports had a significant influence on all aspects of TAFE, including the development of RMCs.

The recommendations of the reports are considered together with the difficulties that arose from a change in government with resulting policy changes. Although progess has been slow due to financial limitations and restructuring of priorities, RMC development has occurred. Current use of RMCs is discussed with particular focus on staffing, resources and standards of accommodation. The question is raised as to whether the community is receiving educational value for the millions of dollars it has expended on RMCs to date. Finally, recommendations are made concerning how future development of RMCs could increase their value as true centres of learning.

TD 804
State Clearinghouse: QLD 6.2

Queensland. Dept of Education. Div of TAFE. Curriculum Branch.
Evaluation of CN060 Pre-vocational Progression Course incorporating: fitting-diesel and heavy earthmoving equipment; fitting-turning and machining. Brisbane: 1981, 49, (27) p.

Access: M-fiche

Price: Free

Descriptors: Course Evaluation; Pre-vocational Education; Trade Courses

Abstract: This evaluation was undertaken when Queensland TAFE Division implemented an innovation in full-time training in two trades: Fitter and Machinist; Fitter (Diesel and Heavy Earthmoving Equipment).

This new course design extended the concept of pre-vocational training to include all of the theoretical and practical content, which is normally carried out through block release, to a second year of full-time college attendance. The respondents whose views were sought (and reported on) include students, teachers and employers.

TD 805
State Clearinghouse: QLD 6.3

Queensland. Dept of Education. Div of TAFE. Professional Development Section
"Innovatafe". Brisbane: 1982, 48p.
ISSN 07297440

Access: M-fiche Hard Copy

Price: Free

Series: Innovatafe v. 2 n. 1

Descriptors: Curriculum Development; Educational Innovation

Identifiers: Diploma of Teaching (TAFE)

Abstract: This is a biannual serial which details innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE).

This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The depth and scope of work produced is considerable. This information may be useful to curriculum planners, administrators and teachers in many areas.

TD 806
State Clearinghouse: QLD 6.4

Queensland. Department of Education. Div of TAFE. Curriculum and Evaluation Section, Methods Subsection.
A report on the mathematical and science skills required by students before entering apprenticeship courses conducted at Colleges of Technical and Further Education. Brisbane: 1980, 49p.

Access: M-fiche

Price: Free

Descriptors: Career Choice; Mathematics Education; Science Education.

Abstract: The identification of the mathematical and science skills required by students before entering apprenticeship courses in TAFE Colleges provides a reference source that can be utilised by TAFE, Secondary Education and the Industry and Commerce Training Commission.

Questionnaires, listing sixty-five mathematical skills and one hundred and sixty-five science skills, were distributed to senior staff and technical teachers of the various trades taught in eighteen Queensland TAFE Colleges. The fifty trade areas were divided into nine groups and the mathematical skills required by particular trades are set out in a series of tables. This format is repeated for the science skills. As well, both mathematical and science skills are analysed in a broad manner.

TD 807
State Clearinghouse: QLD 6.5

Queensland. Dept of Education. Div of TAFE. Curriculum Branch

Proceedings of a seminar on student assessment; theme: Improving assessment to improve learning. Brisbane: 1983, 104p.

Access: M-fiche

Price: Free

Descriptors: Educational Testing; Informal Assessment; Student Evaluation

Abstract: Proceedings of a seminar held March 24-25 1983 on student assessment. Topics under discussion were theory of assessment, administrative aspects of assessment and designing and evaluating instruments: some ideas and views. The key issues arising from the seminar were the important part assessment plays in evaluation and in curriculum, the value of formulating a philosophy of assessment, the need for deliberate staff development on assessment and the ways in which administrative procedures for assessment may be improved.

TD 808
State Clearinghouse: QLD 6.6

Queensland. Dept of Education. Div of TAFE. Curriculum Branch.
Report on the investigation into the need for a TAFE Course for home supervisors of isolated children, as requested by the Isolated Children's Parents' Association (ICPA) 1980/82. Brisbane: 1982, 52p.

Access: M-fiche

Price: Free

Descriptors: Correspondence Study; Home Instruction; Special Education Teachers

Identifiers: Governesses

Abstract: A survey, designed to ascertain the needs and problems of Home Supervisors assisting children with Primary Correspondence Education, was conducted by TAFE Curriculum Branch in 1981. The results of the survey provide a basis for designing a TAFE course for the Home Supervisor of isolated children.

It was not intended that the report provide solutions, but rather to collate the information available and provide the information to a TAFE Curriculum Advisory Committee which can decide on the direction that course development and other support to Home Supervisors should take.

The report recommends that a series of programs be developed by TAFE for the Home Supervisor. The TAFE Curriculum Branch is currently developing such a course for introduction through the Technical Correspondence School.

TD 809
State Clearinghouse: VIC 6.1

Cashman T M; Reed B J
The Tertiary Orientation Programme in the South Eastern Metropolitan Region of Victoria. Moorabbin, Vic: Moorabbin College of TAFE, 1982, 342p.

Access: M-fiche

Price: Free

Descriptors: Educational Research; Followup Studies; Program Evaluation; Transition Programs

Abstract: An investigation into the effectiveness of the Tertiary Orientation Programme (TOP) in three colleges (Holmesglen, Frankston and Moorabbin) and one secondary technical school (Huntingdale) in the South Eastern Metropolitan Region of Victoria. Specific aims: to identify stated aims and objectives of TOP in each of the four institutions; to determine the extent to which stated aims are met; to identify the needs of TOP students in relation to TOP; to determine the extent to which TOP students intended to apply to enter tertiary courses; to record the short term achievement of the students after completion of the TOP.

Data were collected from interviews of selected 1980 and 1981 TOP students and teachers at the four institutions and from interviews of Education Department officials who are or have been associated with the TOP from its beginnings.

The study concluded that the TOP effectively meets its stated aim of preparing students for entry to tertiary education.

TD 810
State Clearinghouse: VIC 6.2

Brown L; Dawkins D; Smith H
Case Studies of Transition Education: TAFE Prevocational Courses. Melbourne: Transition Education Advisory Committee Victoria, 1982/1983.

Access: M-fiche

Price: Free

Series: Transition Education Case Study Project

Descriptors: Case Studies; Educationally Disadvantaged; Educational Opportunities; Participant Characteristics; Transition Programs

Identifiers: Hospitality PVC; Prevocational Education

Abstract: An independent educational evaluation of the Victorian Transition Education program was carried out by the Deakin Institute for Studies in Education, sponsored by the Victorian Transition Education Advisory Committee. In an eighteen-month period, the project produced 24 case studies of exemplary transition education in schools and TAFE colleges, an interim report, and a draft final report. The selection attempts to represent fairly a range of situations, client groups, and educational strategies currently employed in TEAC programs in both schools and TAFE colleges.

In common with all of these case studies the examples listed below serve as a source of information, guidance and inspiration for other projects being proposed or put into operation within the Transition Program. (6) Prahran Technical Trade Orientation Program (L. Brown; 76p.); (10) Gordon Technical College Retail/Business Studies (D. Dawkins; 43p.); (15) Preston Hospitality PVC (L. Brown; 84p.); (16) Whitehorse Transition Project (H. Smith; 71p.).

TD 811
State Clearinghouse: VIC 6.3

Meyer P; Eckersall K
Design skills for the workforce. Hawthorn, Vic: Hawthorn Institute of Education, 1983, 64p. ISBN 0867910402

Access: M-fiche

Price: Free

Descriptors: Curriculum Development; Design; TAFE Teachers; Trade Courses

Identifiers: Design Education

Abstract: This is a report of a project undertaken by Hawthorn Institute of Education to investigate the role of the non-professional designer in Australian industry, to identify the knowledge and skills required by non-professional designers which could be supplied by design studies in TAFE programs, and to prepare and implement teacher training courses that would enable TAFE teachers to incorporate design in their specialist subjects.

The main conclusions drawn are that the productive effort of Australian manufacturing industry is very dependent on the skills of non-professional designers, therefore TAFE should become the major provider of these skills by incorporating appropriate design studies in TAFE courses, and appropriate courses (both pre-service and inservice) in design education for TAFE teachers should be made widely available - the above studies to be based on industry's needs as revealed by industry and occupational analyses.

TD 812
State Clearinghouse: VIC 6.4

Internat[illegible]l Public Relations Pty Ltd
Survey of community attitudes towards TAFE. Victoria, Hawthorn, Vic: TAFE Board, 1983, 171p.

Access: M-fiche

Price: Free

Descriptors: Interviews; Needs Assessment; Postsecondary Education; Public Relations; TAFE

Abstract: The study was undertaken to obtain 'off-the-record' personal views from a variety of opinion leaders in order to provide TAFE and its consultants with a valuable resource in implementing a public relations strategy during 1983 and beyond.

Key aims of the study were: to provide an assessment of the level of awareness of TAFE amongst relevant Victorians; identify the adequacy and needs of vocational training methods, recreational courses, post-school education for special groups (e.g. unemployed, handicapped); provide an indication of the effectiveness of TAFE's role in the community; provide constructive comments and suggestions to assist TAFE; identify potential supporters of TAFE. A total of 106 personal interviews were conducted within five selected community groups: Politicians; Business and Industry; Trade Unions; Community groups; Media.

Key findings: Community awareness of TAFE and its meaning and principal functions is extremely low.

TD 813
State Clearinghouse: VIC 6.5

Pead A D
Apprenticeship in transition. Hawthorn, Vic: Hawthorn Institute of Education, 1981, 47p.

Access: Hard Copy

Price: 5.00 (Hard Copy)

Descriptors: Apprentices; Evaluation; Learning Modules; Metal Fabrication

Identifiers: Fitting and Machining

Abstract: This report provides an historical perspective of apprenticeship legislation in Victoria and the development of modular courses.

It looks specifically at the apprenticeship system in Victoria from 1928 to 1976, the fitting and machining trade course, the development of modular courses and the role of modules in schools.

TD 814
State Clearinghouse: VIC 6.6

Simmons V
TAFE Program Development Plan Vol.1: an outline of the approach, December, 1982. Victoria, Hawthorn, Vic: TAFE Board, 1982, 90p.

Access: M-fiche

Price: Free

Descriptors: Educational Needs; Long Range Planning; Postsecondary Education; Statewide Planning; TAFE

Abstract: The TAFE Program Development Plan is a TAFE Board initiative commissioned in October, 1981. It was undertaken to improve planning for TAFE in Victoria and to establish a data base which could be progressively refined in future years.

This volume documents in detail the approach used in compiling the development plan and in particular, the second phase, a survey for which the term Focus '92 was coined. This survey represents the first attempt in Victoria to survey the whole State in order to ascertain program needs and priorities. The contents of the volume are designed to enable a newcomer to understand the background to the project; the concepts, philosophies, values and constraints which shaped it; and the context in which the results should be interpreted.

The methodology and sampling procedures are outlined in detail to permit replication at a later stage if necessary. Associated materials: Vol. 2: Focus '92; Focus '92 Regional Listings; Focus '92 Life Skills.

TD 815
State Clearinghouse: VIC 6.7

Simmons V (ed)
TAFE program development plan: vol.2. Focus '92; summary data. Victoria, Hawthorn, Vic: TAFE Board, 1983, Various paging.

Access: M-fiche

Price: Free

Descriptors: Community Attitudes; Data Collection; Educational Needs

Abstract: Focus '92, the second phase of the TAFE Program Development Plan, represents the first attempt in Victoria to survey the whole State in order to ascertain needs and priorities.

This volume follows Volume 1: An outline of the Approach (December, 1982). It collates the summary data for each region and precedes a further volume of the complete data. There are four tables for each region: the percentage distribution of program types; the percentage distribution of fields; the extent of overlap between community, industry and provider; and the reasons respondents gave for their choices. Associated materials: TAFE Program Development Plan, Vol. 1; Focus '92 Regional Listings; Focus '92 Life Skills.

TD 816
State Clearinghouse: VIC 6.8

Simmons V (ed)
Focus '92 regional listings: additional program types, additional specialisations, comments,

November 1982. Victoria, Hawthorn, Vic: TAFE Board, 1982, various paging.

Access: M-fiche

Price: Free

Descriptors: Data Collection; Educational Needs; Questionnaires

Abstract: The TAFE Program Development Plan was commissioned by the TAFE Board to assist long-range planning for TAFE on a Statewide basis. As part of the project, the survey Focus '92 was conducted in all regions throughout the State to establish educational needs and priorities from the perspective of three sample groups - community, industry and provider. This volume contains unedited listings for all sample groups in all regions of respondents' own additions to the framework provided by the survey instrument, and a selection of respondents' comments on the reasons for their responses. Associated materials: TAFE Program Development Plan, Vols. 1 and 2; Focus '92 Life Skills.

TD 817
State Clearinghouse: VIC 6.9

Simmons V
Focus '92 life skills: a growth area for TAFE; occasional paper. Victoria, Hawthorn, Vic: TAFE Board, 1983, 20p.

Access: M-fiche Hard Copy

Price: Free

Series: Discussion paper 1.

Descriptors: Daily Living Skills; Educational Needs; Educational Research; Long Range Planning

Identifiers: Life Skills

Abstract: The survey entitled Focus '92 was conducted throughout Victoria to ascertain educational needs and priorities for TAFE for the next decade. Participants were encouraged to respond beyond the framework of the survey instrument, and close attention was given to these 'respondent-generated' responses as well as the basic data.

A major theme was the emerging need for life skills. The paper examines the evidence of the need for life skills from the data for Focus '92 in the light of a related paper by Stewart Sharlow. The survey indicated a need for life skills programs to be developed in their own right and for life skills education to be incorporated in existing programs. Associated materials: TAFE Program Development Plan, Vols. 1 and 2; Focus '92 Regional Listings.

TD 818
State Clearinghouse: VIC 6.10

Murray K; Stayfer P; Eckersall K
Training trade teachers. Hawthorn, Vic: Hawthorn Institute of Education, 1982, various paging.
ISBN 0867910488

Access: M-fiche

Price: Free

Descriptors: Classroom Design; Methods Courses; TAFE Teachers

Abstract: This study identifies, describes and evaluates the experiential or 'hands on' approaches adopted in Hawthorn Institute of Education's specialist workshops for special method training for trade teachers, and illustrates the underlying rationale. Under investigation are practices which flow from the following assertions: there is an essential connection between the technology in industry / commerce and teaching methods in TAFE vocational training; there should be congruence between Hawthorn's teaching methods and those used in TAFE; method classes should study method in a real context; there is a need to help reorient trainees' expectations of their TAFE teaching role; and there is a need to help skilled practitioners appreciate the problems faced by beginners.

The report illustrates the specialist workshops and curriculum model that are regarded as having great significance for technical teacher education and industry trainer training both nationally and internationally.

TD 819
State Clearinghouse: VIC 6.13

Curwood M; Clifford B; Murby S
Statewide development of computer managed learning and computer assisted instruction. Chadstone, Vic: Holmesglen College of TAFE, 1982, various paging.

Access: M-fiche

Price: Free

Descriptors: Computer Assisted Instruction; Computers; Educational Innovation; Evaluation

Abstract: The project was initiated to provide recommendations on the Statewide implementation of Computer Managed Learning and Computer Assisted Instruction.

The project identified the current usage of Computer Managed Learning and Computer Assisted Instruction, and collected data concerning the level of teacher interest, the state of readiness of courseware and teachers, and the need for and advantages of introducing Computer Managed Learning and Computer Assisted Instruction to the Victorian TAFE system. Based on the analysis of the data obtained, and other factors such as cost and availability of resources, a series of recom-

mendations has been made in relation to the development of Computer Managed Learning and Computer Assisted Instruction.

TD 820
State Clearinghouse: VIC 6.15

Cramer B; Reilly T Dr; Brown L
Three discussion papers: A language for describing reform in education, New directions in transition education, 'Transition in Transition'. Melbourne: Transition Education Advisory Committee Victoria, 1982, 51p.
ISBN 0724 146245

Access: M-fiche

Price: Free

Series: Transition Education Case Study Project

Descriptors: Educational Change; Educational Innovation; Student Needs; Transition Education

Identifiers: Community Youth Support Scheme; Education Program for Unemployed Youth; Link Programs

Abstract: These papers comprise an independent educational evaluation of the Victorian Transition Education program, carried out by the Deakin Institute for Studies in Education, sponsored by the Victorian Transition Education Advisory Committee. In an eighteen month period, the project produced 24 case studies of exemplary transition education in schools and TAFE colleges, an interim report, and a draft final report delivered before the end of the funding period.

The folio of case studies serves as a source of information, guidance and inspiration for other projects being proposed or put into operation within the Transition Program. Projects studied have been selected as potentially significant for the development and growth of transition education in general. Understandings generated by these studies should suggest fruitful directions and practices for transition education personnel and projects in the future.

Apart from providing descriptions of projects whose understandings can be effectively transferred to other settings, the selection attempts to represent fairly a range of situations, client groups, and educational strategies currently employed in TEAC programs in both schools and TAFE colleges.

TD 821
State Clearinghouse: VIC 6.16

Victoria. TAFE Board
Annual statistical collection students - 1982 Victoria. Hawthorn, Vic: 1983, 194p.

Access: M-fiche Hard Copy

Price: Free

Descriptors: Adult Education; Enrolment; Postsecondary Education; School Statistics; Statistical Data

Abstract: This statistical collection draws a clear distinction between those programs classified to the vocational and preparatory streams of TAFE (Streams 1-5; Division A) and programs classified to the Adult Education Stream (Stream 6; Division B).

While both divisions collect data in respect of net students in TAFE at various levels of reporting, the range and detail of data collected were substantially greater for Division A (Streams 1-5) than for Division B (Stream 6).

Consistently for both divisions, however, the requisite statistic was a student statistic; that is, within a given level of reporting for a particular division, no student was to be counted more than once, even where the student recorded a number of valid and separate enrolments at that level (in that division) within the reference period. A statement was sought for each division separately of the net number of students who participated in TAFE during the reference period.

TD 822
State Clearinghouse: VIC 6.18

Yallourn Technical College
Yallourn Technical College educational specification May '81. Yallourn, Vic: 1981, 34p.

Access: M-fiche

Price: Free

Descriptors: Access To Education; Educational Objectives; Educational Planning

Abstract: Major changes in Commonwealth, Victorian and Gippsland attitudes towards the development of technical and further education in the LaTrobe Valley area has necessitated the revision of the 1978 Educational Specification.

The specification includes a demographic overview of the projected sphere of influence; projected developments at Yallourn Technical College (now Yallourn College of TAFE); the geographic situation; projected requirements, developments, educational objectives, enrolments, programs, buildings and facilities.

TD 823
State Clearinghouse: VIC 6.19

Bell M; Younger A M
Opinion-based evaluation of the Further Certificate of Business Studies (Management) 1982. Hawthorn, Vic: TAFE Board, 1983, 46p.

Access: M-fiche Hard Copy

Price: Free

Descriptors: Business Education; Course Evaluation; Student Attitudes

Abstract: Following a preliminary evaluation of the pilot program of t..e Further Certificate of Business Studies (Management) during 1981, an evaluation of the 1982 trialling was commissioned to determine whether the course is meeting the needs of course participants and industry.

Information was collected by the following means: (a) quantifiable questionnaires mailed to all students; (b) unstructured telephone interviews to some employers of students; (c) open-ended questionnaires to all teachers.

The findings were diverse but include the need for assistance to many of the part-time teachers, improvement of marketing and information about the course to employers, decrease of popularity of course with students since 1981, need for attention to problems in time-tabling and elective offering and change of the major project from one semester to two. The report is written in a way that requires decision makers to grapple with the issues and to choose future courses of action for themselves.

TD 824
State Clearinghouse: VIC 6.20

TAFE Library
Resources in Victorian TAFE colleges (RIVTC): 1982 cumulation. Victoria, Hawthorn, Vic: TAFE Board, 1982, 113p.

Access: M-fiche

Price: Free

Series: Serial

Descriptors: Audio Visual Aids; Educational Media; Indexes

Abstract: The resources listed comprise print and audio visual programs produced by Victorian TAFE colleges. The list also includes some commercial materials for which the distributing college has negotiated copyright release.

Access to items are indicated in each entry e.g. interlibrary loan, loan, preview, dub, etc. Supplements are published each May and August and distributed to Victorian TAFE Colleges. The annual cumulation is published each February.

TD 825
State Clearinghouse: VIC 6.21

Atkinson E P; Atkinson J M; Ashcroft S H; Evans M; MacKenzie O L; McInnis C
Residential accommodation needs of country students attending Inner Urban TAFE colleges. Clayton, Vic: Victoria College Centre for Curriculum Study, 1982, Various paging.

Access: M-fiche Hard Copy

Price: Free

Descriptors: Needs Assessment; Place of Residence; Residential Patterns

Abstract: The report describes an investigation, commissioned by the TAFE Inner Urban Study Team, of residential accommodation facilities and services appropriate to country students attending the ten inner-urban TAFE colleges of Melbourne.

Information was collected by student and staff interview, student and parent questionnaire, interviews with a range of other people involved in the provision of accommodation for students and a literature survey. Consistent information was obtained by the different data collecting strategies adopted.

The study confirmed that current arrangements are less than satisfactory and that assistance is called for in the provision of a range of types of accommodation, recognising that student needs and preferences vary according to such factors as mode of attendance, stage of course, and sex. Furthermore there is a need for organised provision of information and assistance to enable students to locate, secure and maintain suitable accommodation.

TD 826
State Clearinghouse: VIC 6.25

Victoria. TAFE Board
Certificate of Technology Instrumentation and Control course study: 5 Vols. Hawthorn, Vic. 1983. Various paging.

Access: M-fiche Hard Copy

Price: 15.00 (Hard Copy); Free (Mfiche)

Descriptors: Course Descriptions; Electronics; Instrumentation Technicians

Abstract: This curriculum replaces all previous syllabuses for the Certificate of Technology Instrumentation and Control. The course provides training for middle level practitioners in design and instrumentation drafting, sales/commercial and engineering in both analog and digital areas.

There is a total of five volumes in this syllabus: (1) C.O.T. - Instrumentation and Control Level A; (2) C.O.T. - Instrumentation and Control Level B; (3) C.O.T. - Instrumentation and Control Level C; (4) C.O.T. - Instrumentation and Control Level D; (5) C.O.T. - Instrumentation and Control Revised Course of Study: Explanatory notes.

TD 827
State Clearinghouse: VIC 6.26

Transition Education Advisory Committee
Annotated bibliography of Transition Education Case Studies (Secondary Schools). Melbourne: 1982-83, 5p.

Access: M-fiche Hard Copy

Price: Free

Series: Transition Education Case Study Project

Descriptors: Course Content; Educationally Disadvantaged; Transition Programs

Abstract: This bibliography covers fourteen case studies in the Transition Education Case Study Project series that relate to secondary, technical and high schools. The TAFE case studies have been individually indexed.

The folio of case studies serves as a source of information guidance and inspiration for other projects being proposed or put into operation within the Transition Program. Projects studied have been selected as potentially significant for the development and growth of transition education in general. Understandings generated by these studies should suggest fruitful directions and practices for transition education personnel and projects in the future.

Apart from providing descriptions of projects whose understandings can be effectively transferred to other settings the selection attempts to represent fairly a range of situations, client groups, and educational strategies currently employed in TEAC programs in both schools and TAFE colleges.

TD 828
State Clearinghouse: VIC 6.27

Fraser L
Floristry overseas study tour: Holland, Switzerland, United Kingdom, Germany. Box Hill, Vic: Whitehorse College of TAFE, 1983, 127p.

Access: M-fiche

Price: Free

Descriptors: Apprentices; Comparative Education; Course Descriptions; Floriculture; Study Abroad

Identifiers: Floristry Apprenticeship

Abstract: This report details a wide variety of formal and informal training programs including post-apprenticeship studies. Course content and information is given for Holland, Switzerland, Germany, New Zealand, and the United Kingdom. Observations of retail areas such as markets, flower growers and pottery works are also included.

TD 829
State Clearinghouse: VIC 6.28

Transition Education Advisory Committee, Vic.
1982 Lorne conference report: "Review and future directions". Melbourne: 1982, 52p.
ISBN 0724147160

Access: M-fiche

Price: Free

Descriptors: Disadvantaged Youth; Prevocational Education; Transition Education; Youth Opportunities

Identifiers: Youth Policy

Abstract: This report includes the following papers: (1) Perceptions of Transition Education and its place in the new Victorian context (Joan Kirner); (2) Youth Policy Development (John Burnett); (3) Youth Policy Developments - Current trends and future positions (Carole Hamilton); (4) The ATF position on youth policy (Ken Penaluna); (5) TAFE Transition in NSW (Paul Baker); (6) Transition Education and access in the United States (Dr David Brown); (7) TAFE Transition in Victoria (Peter Cutter); (8) Transition Education Unit, South Australia (Roger K Dennis); (9) T.E.A.C.- A Regional Perspective (Reg Fisher).

Barry Fallon provided a conference evaluator's summary.

TD 830
State Clearinghouse: NSW 6.32

Pearson M
A review of individualised instruction and self-paced learning. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 76p.

Access: M-fiche

Price: Free

Descriptors: Individualized Instruction; Learning Modules; Pacing; Programmed Instruction

Abstract: This report is based on a search of the literature in Australia, the United Kingdom and the United States, with an emphasis on findings applicable to post-secondary settings. The review begins with the problem of definition of the terms 'individualised instruction' and 'self pacing', which problem is shown to be rooted in educational theory and philosophy and the historical development of individualised instruction. A framework for discussing all aspects of individualising is developed, as well as issues and problems such as the pros and cons of objectives, mastery and considerations of access, the role of the teacher and costs. Research and evaluation findings are also reviewed and it is concluded that indi-

vidualised instruction programs can be as effective as traditional ones but that how they are organised will determine how effective they are.

TD 831
State Clearinghouse: NSW 6.33

Pocock B; Sharp C
Hunter Equal Opportunity Programme. Newcastle NSW: Hunter Equal Employment Opportunity Advisory Committee, 1982, 25p.

Access: M-fiche

Price: Free

Descriptors: Equal Opportunities (jobs); Labour Market; Womens Education

Identifiers: Introduction To Trades; New Opportunities for Women

Abstract: The authors summarise activities, programs, courses, organised by the two officers responsible for the operation of the program. A phone-in was initially arranged. Extensive publicity was developed and distributed. Officers have addressed meetings, served on committees and in other ways have liaised with other community agencies. Equal employment opportunity seminars were arranged for TAFE staff for trade teachers, a seminar entitled 'Girls in Trades' was arranged. A support group was established for women enrolled in non-traditional courses. A vocational re-entry program for women (New Opportunities for Women) was piloted at Newcastle Technical College as was Introduction to Trades, a 12-week transition course. Employment Skills Courses were designed and offered in response to known skills shortage in the community. The authors comment on immediate future needs and planned future activities.

TD 832
State Clearinghouse: NSW 6.34

Pryor R G L
Manual for the Work Aspect Preference Scale. New South Wales, Sydney: Dept of Industrial Relations, 1981, 59p.

Access: M-fiche

Price: Free

Descriptors: Career Choice; Job Satisfaction; Psychological Testing; Vocational Interests; Work Attitudes

Identifiers: Work Aspect Preference Scale

Abstract: The Work Aspect Preference Scale (WAPS) is a psychological test constructed to assess the qualities of work that individuals consider important. Although principally for use in vocational counselling, it has additionally been used in the contexts of career education, vocational rehabilitation, personnel selection and organisational development. The manual presents a description and rationale for the WAPS. A brief account of the method of development of the test using factor and cluster analysis, is given. The practical details about administering and scoring the measure are outlined, including norms for high school students. Reliability and validity are also presented together with a consideration of the interpretation of each of the 13 subscales, viz: independence, co-workers, self development, creativity, money, life style, prestige, altruism, security, management, detachment, physical activity and surroundings.

TD 833
State Clearinghouse: NSW 6.35

Pryor R G L
Sex differences in the levels of generality of values/preferences related to work. New South Wales, Sydney: Dept of Industrial Relations, 1982, 13p.

Access: M-fiche

Price: Free

Descriptors: Career Choice; Occupational Aspiration; Sex Differences; Vocational Interests

Identifiers: Work Aspect Preference Scale

Abstract: The Work Aspect Preference Scale was applied to 1081 senior high school students in an attempt to investigate sex differences in work-related values/preferences. Complete-link cluster analyses were performed for males and females separately. Substantial similarity was found between males and females in preference patterns. Basic difference was centred on the Altruism and Physical Activity subscales. Females tended to associate helping others with personal achievement. Males associated controlling and organising others as measures of personal achievement. Physical activity was linked with helping others and self-development by females but by males as extrinsic rewards of work.

TD 834
State Clearinghouse: NSW 6.36

Pryor R G L
Supplement no. 2 to the Manual for the Work Aspect Preference Scale. New South Wales, Sydney: Dept of Industrial Relations, 1982, 55p.

Access: M-fiche

Price: Free

Descriptors: Career Choice; Job Satisfaction; Psychological Testing; Vocational Interests; Work Attitudes

Identifiers: Work Aspect Preference Scale

Abstract: The Work Aspect Preference Scale is a psychological test assessing thirteen qualities of work that individuals consider important. This document provides further data on the use and usefulness of the WAPS. Section 1 contains 8 case studies illustrating the interpretation of the test. Section 2 presents WAPS profiles for 28 different groups of workers and/or students. Section 3 presents data on the reliability of the WAPS for Year 10 students. Section 4 outlines an account of the WAPS used in the context of organisational development. Section 5 demonstrates that the readability level of the measure is around the 10-12 year age range.

TD 835
State Clearinghouse: NSW 6.37

Rai J
Adult education organisations, North Coast NSW '83. Lismore: North Coast Regional Adult Education Liaison Group, 1982, 125p.

Access: M-fiche

Price: Free

Descriptors: Adult Education; Directories

Abstract: A directory of all adult education centres in the region. One section is concerned with funding and assistance for courses and projects. The major section lists courses, centres and organisations within each district describing fully the activities and scope and providing contact names. There is a further listing of specialised agencies related to Aboriginals, women, the handicapped, the adult illiterate, the aged. Correspondence and extension courses are also listed and described.

TD 836
State Clearinghouse: NSW 6.38

Riddell A L
Migrant education in TAFE: discussion paper. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 6p.

Access: M-fiche

Price: Free

Descriptors: Access To Education; Ethnic Groups; Migrant Education; Multicultural Education; Non English Speaking; Occupational Courses

Abstract: The paper 'Migrant Education in TAFE' was prepared as a discussion paper for the National Conference of TAFE Directors. Issues related to the access of people from non-English speaking backgrounds are discussed, especially with respect to the barriers they encounter. Census data and on-arrival data were analysed to obtain a snapshot of the shift in ethnic background of migrants arriving in Australia from the current community composition. The changing needs of these groups is discussed especially in relation to their needs for TAFE programs.

The paper concludes that there has been little research or policy development among Australian TAFE Authorities in the area of multicultural education.

TD 837
State Clearinghouse: TAS 6.1

Hughes P
Review of efficiency and effectiveness of the Education Department. Tasmania, Hobart: Centre for Education, University of Tasmania, 1982, 415p.

Access: M-fiche

Price: Free

Descriptors: Administrative Policy; Educational Development; Efficiency; Organisational Effectiveness; Staff Utilization

Abstract: The review was commissioned by the State Government in November 1981, acting through the Public Service Board. The concept had been outlined in the *White Paper* and strongly supported by the Director-General of Education. In addition to reporting on the functions and operations of the Education Department (excluding schools and colleges), the following matters were reviewed: management of Further Education, lines of responsibility, work load of senior officers, the dual employment structure and support services to schools and colleges. The report has been accepted by the State Government and currently administrative changes are being implemented.

TD 838
State Clearinghouse: TAS 6.2

Hocking H; Byers P
Assessing community needs for further education: a participative approach. Tasmania, Hobart: Education Department, Research Branch, May 83, 51p. plus appendixes

Access: M-fiche

Price: Free

Series: Research study n. 83

Descriptors: Adult Education; Adult Learning; Community Education; Educational Needs; Educational Opportunities; TAFE

Abstract: The study was an attempt to explore an alternative methodology for gathering information on a community's needs for further education. The study was not intended to provide information on specific courses, but rather to gather different perceptions of need. A specific area was the focus of the study, and interviews were conducted with Adult Education administrators ('providers'), welfare professionals, organisers of community activity groups in the area and participants in these groups ('consumers'). Questions centred on the nature of programs people might want, mode of delivery, problems with existing services and barriers to access.

Although it was not possible to maintain fully the participative model set out in the research design, the study showed the contrast between 'providers' and 'consumers' concepts of need and provision and showed the potential bridge which may exist in using existing community groups to provide information.

TD 839
State Clearinghouse: TAS 6.3

Tasmania. Div of Further Education
Carpentry and joinery - Pilot syllabus Pts I and II. Hobart: Feb 82, unpaginated

Access: M-fiche

Price: Free

Descriptors: Curriculum Guides; Curriculum Development; Skill Analysis; Systems Approach

Abstract: Pilot syllabus Pt I. During 1979 a national survey of the carpentry and joinery trade was conducted at the request of the Directors of TAFE in Australia. Information obtained from that survey has resulted in a combined co-ordinated scheme of development; production and duplication of resource material being adopted by Victoria and Tasmania. As a result of this joint approach a number of initiatives were designed to rectify deficiencies in the quality and relevance of training provided for apprentices in the building and construction industry. These initiatives included obtaining approval from the State Advisory Committee to undertake a new curriculum design based on survey data and designing an appropriate training mode that would maximise the effectiveness of the available 18 weeks of training time. The syllabus is currently being trialled.

Pilot syllabus Pt II. This section outlines a training stage subsequent to the eighteen weeks listed in Part I. It is divided into 6 blocks of one week's duration. Units of work for each block have been selected for similar duties. Training units have been allocated a time factor which approximates the length of time required to complete each particular unit of work. Advanced students are provided with enrichment skills. The syllabus provides student assessment and record sheets.

TD 840
State Clearinghouse: TAS 6.4

Woodmansee M E
Training needs for beauty therapists. Hobart: May 83,

Access: M-fiche

Price: Free

Descriptors: Content Analysis; Cosmetology; Curriculum Research; Job Training

Abstract: The Tasmanian Association of Beauty Therapists and Beauticians initiated a survey which investigates the training needs for beauty therapists in Tasmania. A questionnaire was drawn up to collect informed opinions throughout the State regarding training needs as perceived by beauty therapists and beauticians employed in the business, teachers of beauty culture and some past students of the Beauty Culture course. One hundred questionnaires were distributed and thirty eight were returned.

The document provides questionnaire responses separately tabulated for owners of large and small businesses, employees, teachers and the total number received. Questions solicit opinions regarding advantages, disadvantages and aims of the proposed technical college courses, restriction to entry, duration, approval or disapproval of items of knowledge and skills, other suggestions and comments.

TD 841
State Clearinghouse: VIC 6.29

Victoria. TAFE Board
Apprentice automotive parts interpreter: syllabus. Hawthorn, Vic: 1981, 115p.

ISBN 072413498

Access: M-fiche

Price: Free

Descriptors: Automotive Parts Clerks; Course Descriptions; Learning Modules

Identifiers: Apprentice Automotive Parts Interpreter

Abstract: This document contains specific details of the 'off job' (technical college attendance) training component for Apprentice Automotive Parts Interpreter (Specialist). The course is structured in two levels and has been written in performance objective form. Wherever possible product knowledge and specific partsman skills have been integrated within each performance objective.

Level 1 is designed to provide an apprentice with the necessary skills to work safely and effectively across a wide range of tasks. Level 2 is directed towards specialised product requirements, effective salesmanship, merchandising, warehouse and inventory control.

The syllabus, apart from developing the broad based skills required, aims to provide a student with the versatility to develop as a leader of a small team operating across many parts of the supply function or as a specialist member of a large team, and to bring college and employment-based training to a common standpoint where both processes can be understood and developed in harmony with each other.

TD 842
State Clearinghouse: TAS 6.6

Peach M C
The Tasmanian apprenticeship system. Burnie, Tasmania: Burnie Technical College, 1982, 19p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Occupational Training

Abstract: The document provides information for parents and beginning teachers about the apprenticeship system as a form of employment in Tasmania. The document includes papers on requirements for an apprenticeship, how to become an apprentice, technical training, the role of the Apprenticeship Commission and the future of trade training. Specific information is related to Tasmania but generalisations are applicable to any Australian apprenticeship system.

TD 843
State Clearinghouse: TAS 6.7

Apprenticeship Commission of Tasmania
Eighth Apprentice training conference 1982. Hobart: 1983, 24p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Trade Courses; Training Methods

Abstract: The report is a summary of the major papers presented at the Conference. The contents include apprenticeship schemes in other States, the future of apprenticeships, full-time technical college training options, government schemes, and conference recommendations. The report also addresses the future role of apprenticeships in Tasmania.

TD 844
State Clearinghouse: TAS 6.8

Tasmania. North West Council for Community Education
Post secondary education in Tasmania. Burnie, Tasmania: 1980, 14p.

Access: M-fiche

Price: Free

Series: Report n.1

Descriptors: Access To Education; Educational Opportunities; TAFE

Abstract: The survey was aimed at finding out what people in the Region wanted to learn more about, what they had done to achieve this, whether they were satisfied with their attempt to learn and if they were not satisfied, why not. At the suggestion of the Tertiary Education Commission of Tasmania, the regional survey was expanded Statewide. The survey was conducted by Tasmanian Opinion Polls. The Faculty of Education at Monash University evaluated the accuracy of the sampling method. In general, the main reasons for dissatisfaction can be grouped as personal (time, other); access (travel, costs), expectations (content, level), structure (choice, facilities) and support (system, employer). There were a number of respondents who seemed to have had false expectations about the course they had studied, which strongly suggested the necessity for more pre-enrolment counselling or more specifically stated course objectives.

TD 845
State Clearinghouse: TAS 6.9

Tasmania. North West Council for Community Education
Costs and tertiary study. Burnie, Tasmania: 1980, 19p.

Access: M-fiche

Price: Free

Series: Report n.2.

Descriptors: Access To Education; Expenditure Per Student; Scholarships

Abstract: This study was undertaken to ascertain whether the existing Tertiary Education Assistance Scheme allowances were adequate prior to formulating a policy on provision for young students. Questionnaires were mailed to all students in the North-West region who had completed their Higher School Certificate in 1978 and who had not continued with their studies to ascertain the main reasons for their withdrawal. Questionnaires were also mailed to students who had begun tertiary study in 1979 to find out how successful they had been and how adequate their funding was. The report concludes that a large proportion of

students in the region were prevented from continuing their studies by the cost of further education. The authors suggest a scholarship trust fund as one way to alleviate this problem.

TD 846
State Clearinghouse: TAS 6.10

Apprenticeship Commission of Tasmania
Re-establishing tradesman status. Hobart: 1982, 17p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Trade Courses; Training Methods

Abstract: This is the 1981 Tasmanian Apprenticeship Commission report of its annual conference and it lists forty-two recommendations and their resolutions about trade training in Tasmania. A synopsis is also given of the delegates' discussion on matters related to apprenticeship training and a summary of the Tasmanian Education Department's 'Girls in Education' report.

TD 847
State Clearinghouse: TAS 6.11

Cini I
Community college and related developments in Canada, California, and the United Kingdom. Hobart: Education Dept of Tasmania, 1980, 46p.

Access: M-fiche

Price: Free

Descriptors: Adult Education; Community Colleges; Postsecondary Education; Study Abroad; Trade Courses

Abstract: The report is a result of an Education Department Travelling Scholarship conducted during September - November 1979. The report emphasises effects of changing enrolment patterns, problems of integrating vocational, liberal/academic and adult education functions, off campus or outreach programs, relations between community colleges and other educational institutions and problems of institutional location.

TD 848
State Clearinghouse: TAS 6.12

Haslem J
Why does EPUY not attract the young unemployed? Tasmania, Hobart: Education Dept, Research Branch, 1982, 41p.

Access: M-fiche

Price: Free

Series: Research study n. 75

Descriptors: Access To Education; Outreach Programs; TAFE; Unemployment

Abstract: The aim of the study was to discover why potential students are failing to take up the offer of a place on an Education Program for Unemployed Youth (EPUY) course. The survey was required by the EPUY sub-committee of the State Transition Committee in order to help them in their discussion about methods used to attract the young unemployed to the courses. The report's main suggestion was that some action should be taken to employ an 'outreach officer' to assist disadvantaged youths. The report elaborated on the areas of work where this officer could be of great assistance.

TD 849
State Clearinghouse: TAS 6.13

Stoessiger R
Work, unemployment and study in the lives of young women from country areas. Tasmania, Hobart: Education Dept, Research Branch, 1982, 32p. plus appendixes

Access: M-fiche

Price: Free

Series: Research study n. 73

Descriptors: Access To Education; Females; Unemployment; Womens Studies

Abstract: This report follows on from previous research undertaken in Tasmania concerning school-leavers in country areas. The analysis conducted on a 1979 group revealed that year 9 and 10 females were having greater difficulty in obtaining employment. For this reason it was considered desirable to continue the study. The aim of this study was to provide information on the early employment histories, further education and mobility of female school-leavers, to elucidate the personal and social consequences of extended unemployment in rural areas and to assist the planning of government and community agencies in the provision of services to rural female school-leavers. The report concluded that a comprehensive youth policy (or youth guarantee) that provides acceptable post-school roles in work would seem to be one of the few options capable of making a significant improvement in the situation of school-leavers studied.

TD 850
State Clearinghouse: TAS 6.14

Apprenticeship Commission of Tasmania
Report of an inquiry into the Tasmanian Apprenticeship System 1979-1980 Hobart: 1980, 55p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Trade Courses; Training Methods

Abstract: The report aimed to investigate whether the Apprenticeship system: (a) provided sufficient numbers of skilled tradesmen; (b) trained apprentices consistently to an adequate standard; (c) provided equal opportunity for all wishing to obtain trade qualifications. The report also dealt with apportioning satisfactorily the cost of training. The Commission heard forty-two oral submissions and received sixty-seven written submissions. The report concluded that a large scale public education campaign was needed to improve community attitudes towards apprenticeship. A number of recommendations regarding the role of the Commission were proposed and prepared for the Minister for Industrial Relations and Manpower Planning.

TD 851
State Clearinghouse: TAS 6.15

Merrington D L
Technical and further education needs of Scottsdale. Tasmania, Hobart: Div of Further Education, 1983, 24p.

Access: M-fiche

Price: Free

Descriptors: Access To Education; Rural Areas; Rural Education; TAFE

Abstract: A survey was undertaken to determine the necessity for further courses in the Scottsdale area, in addition to those started in March 1980. Employers from various categories were listed and forty representatives were interviewed. The needs in relation to particular trades and academic education have been summarised. In particular, suggestions for actual short courses have been listed. A copy of the survey form is also included.

TD 852
State Clearinghouse: NSW 6.1

Alexandroff T
Women in non-traditional work: a review. Newcastle NSW: Community Task Force for Youth Employment, 1982, 5p.

Access: M-fiche

Price: Free

Descriptors: Apprenticeships; Employed Women; Job Satisfaction; Nontraditional Occupations; Sex Discrimination

Abstract: A review of literature concerning females in non-traditional employment with special attention directed toward female apprentices. Availability of employment, job satisfaction and some of the problems encountered by females working in non-traditional fields, are discussed.

TD 853
State Clearinghouse: NSW 6.2

Arnold M
Catalogue of resources for groups with special needs/Dental Care/ Miscellaneous/Safety. New South Wales, Sydney: Dept of Technical and Further Education, 1982.

Access: M-fiche

Price: Free

Descriptors: Educational Resources; Home Economics; Home Economics Education; Resource Materials

Identifiers: Dental Care; Safety

Abstract: This catalogue designed for teachers and students of Home Science is an alphabetical listing by subject, of booklets, leaflets, posters, kits, etc. annotated by the author. Details of source and price are included where appropriate.

TD 854
State Clearinghouse: NSW 6.3

Athanasou J A
Vocational Interest Survey: Six scales for the measurement of Holland's Vocational Typology. New South Wales, Sydney: Dept of Industrial Relations, 1982, 25p.

Access: M-fiche

Price: Free

Descriptors: Career Choice; Counselling Services; Psychological Testing; Student Attitudes

Identifiers: Holland Vocational Preference Inventory; Vocational Interest Survey

Abstract: This paper describes the initial development of the Vocational Interest Survey (VIS) comprising 6 experimental scales for the Measurement of Holland's Vocational Typology. The initial item pool was generated by the written free association responses of high school students. Occupational titles mentioned twice or more often were selected for inclusion

in a pilot questionnaire, administered to 571 clients. The 6 scales selected contained 105 items. Principal component analysis produced a two-dimensional structure of interests. Scores on the VIS were related to existing interest measures. The results confirmed 'positively' the construct validity of each of the six scales. When VIS scores were compared with those for personality and ability measures, the results compared 'negatively' with the construct validity of each of the VIS scales. Separate sex-norms are provided to partially overcome the restrictive nature and sex-stereotyping of career choices.

TD 855
State Clearinghouse: NSW 6.4

Barton D
A first look. Descriptive report on the 1981 Work Skills Program students. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 12p.

Access: M-fiche

Price: Free

Descriptors: Career Education; Graduate Surveys; Youth Employment

Identifiers: Work Skills Course

Abstract: This report was compiled from questionnaire responses given by students on enrolment in the Work Skills course which was designed to produce a clear idea of the target group. Information gathered included: number of participants in each course and course type and in each of the TAFE regions, age, length of time since previous attendance at school, educational background, race, presence of handicaps, and employment history; 61.2% were female, 67% were Australian, and 51.6% had left school no more than 18 months previously, while 45.8% held the School Certificate and 7.3% the Higher School Certificate. There was a low response to questions on employment record.

TD 856
State Clearinghouse: NSW 6.5

Barton D
Opportunities for youth in the U.K.: A project fellowship study on new initiatives in training and education for youth unemployed. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 130p.

Access: M-fiche

Price: Free

Series: Staff Development Project Fellowship report

Descriptors: Career Education; Educational Planning; Educational Policy; Youth Employment; Youth Programs

Abstract: In the last year or so a great deal of interest has been developing among educationalists in Australia towards a more comprehensive approach in the training of school leavers for employment and further education.

The purposes of a short tour of U.K. Youth Programs was to establish training policies and the commitment of various organisations towards the formation of a new Youth Training Scheme, sponsored by the British Government for the youth unemployed. This report was compiled by visiting policy-makers, educationalists and voluntary organisations involved in the funding, delivery and curriculum issues surrounding the new scheme.

TD 857
State Clearinghouse: NSW 6.6

Birkin K; Daniels R
The pre-apprenticeship review. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 109p.

Access: M-fiche

Price: Free

Descriptors: Course Content; Curriculum; Employer Attitudes; Pre-apprenticeship Courses; Student Attitudes

Abstract: In order to survey the operation of pre-apprenticeship courses the authors conducted interviews with students, teachers, Heads of Teaching Schools, Principals of Colleges and Regional Directors. Colleges throughout the State were visited and data collected from staff and students. Information was collected on syllabus coverage and format, simulated work experience, liberal studies in the courses, selection of students' examination and evaluation techniques, public and industrial awareness of courses, credits with respect to the courses and the period of apprenticeship, placement of students, facilities and resources. The authors recommend action on making employers and student counsellors more aware of pre-apprenticeship courses. They also recommend that students receive a report indicating progress in the course and containing a course outline for the benefit of prospective employers. It is also suggested that the Communication and Self-Expression subjects need revision to make them more relevant.

TD 858
State Clearinghouse: NSW 6.7

Bolton E; Brown R; Finlay H; Harrison D; Mayo A; Pearson M; Pender N; Piggot T

Report of the working party investigating Life Oriented Studies for Certificate students. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 94p.

Access: M-fiche

Price: Free

Descriptors: General Education; Humanistic Education; Individual Development; Liberal Arts; Occupational Courses

Abstract: Investigations outlined in this report are part of a subject review of Life Oriented Studies initiated in 1981. The Working Party was formed to assist the Division of Humanities to decide on the appropriate aims, outcomes and scope of the subject. Six areas were investigated: departmental policy, student needs and characteristics, perceptions and needs of schools, attitudes of community and employers, educational considerations and the nature of the pre-apprentice program. The authors conclude that non-technical studies should be viewed as a significant component of full-time certificate courses and identify major approaches to non-technical areas such as: Liberal Studies, Personal Development, Work Related Studies and Preparatory Studies. Work Related Studies appear to be the most acceptable to all interested. The presently taught subject, Life Oriented Studies is considered to be inappropriate for certificate courses. Pilot programs are recommended for 1983.

TD 859
State Clearinghouse: NSW 6.8

Brace J
Report on Position, Location and Navigation Symposium, held at the Golden Nugget Hotel, Atlantic City, N.J. 6-10 Dec. 1982. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 5p.

Access: M-fiche

Price: Free

Descriptors: Conferences; Navigation; Occupational Courses; TAFE Courses; Technological Advancement

Identifiers: Global Position System; Inertial Navigation Systems

Abstract: A brief introduction to recent developments in navigation is followed by highlights from the Symposium. The main topics covered include the GPS Navstar (Global Position System), the Aerospace Plan and the Federal Navigation Plan. Another innovation discussed was INS (Inertial Navigation Systems). The author concludes with an evaluation of future trends in navigation and their implications for the TAFE School of Navigation. He recommends the purchase of a properly equipped waterfront site, including a training vessel.

TD 860
State Clearinghouse: NSW 6.9

Butterworth P
The classification and accreditation of TAFE courses in Australia. New South Wales, Sydney: Dept of Technical and Further Education, 1982.

Access: M-fiche

Price: Free

Descriptors: Classification; Educational Objectives; TAFE Courses

Abstract: This report evaluates the alternative systems of course classification and accreditation available to TAFE and explains the prototype system which the author believes capable of offering the most effective solution. Part I relates to existing and proposed systems of TAFE course classification within the criteria imposed by the Directors of TAFE Working Group on TAFE Courses. Part II explains the system of classification and accreditation by educational aims and objectives, presently developed sufficiently for immediate implementation in NSW.

TD 861
State Clearinghouse: NSW 6.10

Butterworth P; Lovell E
Classification by educational objectives. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 117p.

Access: M-fiche

Price: Free

Descriptors: Classification; Courses; Educational Objectives; TAFE Courses

Abstract: The manual attempts to explain in conceptual terms the operation of the system of course classification which uses educational objectives as the sole criteria for classification. It aims also to instruct users on the implementation and day to day use of the system. In addition to course classification, the authors demonstrate the use of processes developed in this study to accredit TAFE courses, to visually compare them educationally and to cross-tabulate them on a number of bases. The system was developed using TAFE courses in NSW as its basis. Included with the manual is a report on the trial of the system and a floppy disc of the course classification program.

TD 862
State Clearinghouse: NSW 6.11

TAFE National Conference on Secretarial Studies
TAFE National Conference on Secretarial Studies, Newport, NSW, November 10-12, 1982. Sydney: 1982, 65p.

Access: Hard Copy

Price: Free

Descriptors: Clerical Occupations; Course Review; Curriculum; Typewriting

Identifiers: Secretarial Studies; TAFE Courses

Abstract: To meet the pressures arising from technological and social change, five TAFE Authorities reviewed and revised their courses for clerical/secretarial studies, and subsequently arranged a conference at the TAFE National Centre for Research and Development to share the information gathered. The conference which was attended by TAFE representatives of each State and Territory, recommended that a Consultative Committee on Secretarial Studies be established to investigate issues such as: (a) changes in office work, structures and technology, and how TAFE should best provide for these changes; (b) the common elements within the widely divergent practices among States; (c) rationalisation among States of research, curriculum and teaching resource development, and validation of research on a national basis; (f) national recognition of TAFE courses with appropriate national professional and employer associations; (g) interstate co-operation on assessment of typing and shorthand speeds, and continued liaison with the Australian Standards Association; (h) the enhancement of mobility of students and teachers.

TD 863
State Clearinghouse: NSW 6.12

Chestnut B; Grannall R
Need and demand survey: a limited investigation into training for the Plastics industry. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 19p.

Access: M-fiche

Price: Free

Descriptors: Course Content; Curriculum; Employer Attitudes; Job Analysis; Plastics; Skill Analysis; Task Analysis

Identifiers: Plastics Engineering Certificate Course

Abstract: For the past ten years, the Plastics Engineering Certificate course has failed to attract large numbers of students although there are thousands employed within the plastics industry. This investigation used interviews and a mailed questionnaire to identify the different processes used by companies and the skills required by foremen and other middle level staff. It was found that managers wanted skills in the training and supervision areas rather than design skills which had been emphasised in the previous course. Other skill areas were ranked in order of importance. In terms of the industry in general, it was found that although large numbers of women were employed, few had supervisory positions. There were other educational problems within the industry because of language problems, shift work, management's attitude to training and specialist processes used by different sectors of the industry.

TD 864
State Clearinghouse: NSW 6.13

Child Care Resource Appraisal Panel
Child care. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 52p.

Access: M-fiche

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Child Care; Educational Resources; Nonprint Media; Resource Materials; TAFE Courses

Identifiers: Child Care Certificate Course

Abstract: To counter the problems of the lack of information on the availability and effectiveness of learning resources for TAFE courses resulting in the purchase of some ineffective material, the Audio-Visual Advisory Service established Resource Appraisal Panels in conjunction with Heads of Schools and Library Services. Material is appraised on: information, presentation, technical quality, design, cost effectiveness and applicability to the specified TAFE course. Details, specifications and content of the resource are listed with price and availability.

TD 865
State Clearinghouse: NSW 6.14

Chudleigh G
Management in some American institutions utilising VAX systems in educational computing and implications for TAFE NSW. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 68p.

Access: M-fiche

Price: Free

Series: Staff Development Project Fellowship report

Descriptors: Computer Assisted Instruction; Computer Science; Management Information Systems

Abstract: The author visited six educational institutions and the offices of Digital Equipment Corporation in the U.S., during November/December 1982 with a view to comparing ideas on educational use of computer systems and on their management, to examine actual practice, to discuss the relationship of management techniques to educational practices and to gain insights into trends in teaching practices in the use of computers in education. Conclusions are that Australia and the U.S. have many similar problems but since TAFE in NSW has not yet installed its ultimate quantity of equipment, many recommendations are offered in terms of future staffing, budget and standardisation of computer equipment.

TD 866
State Clearinghouse: NSW 6.15

Directors of TAFE Working Party
Report to 1982 Conference of Directors of TAFE on classification and description of TAFE courses. Australia, Canberra: Technical and Further Education Council, 1982, 116p.

Access: M-fiche

Price: Free

Descriptors: Classification: Course Descriptions; Educational Objectives

Identifiers: Australian Standard Classification of Occupations

Abstract: This document is a report made to the 1982 meeting of the Conference of Directors of Technical and Further Education, proposing a revised stream and field system for the classification of Australian TAFE courses. It rejects the concept of national accreditation but proposes a scheme by which courses offered by TAFE would be classified by their educational and/or vocational objectives. A vocational field system was explored that would be linked to the Australian Standard Classification of Occupations. Some applications of a classification scheme are specified. The results of piloting the proposed scheme are included in volume 2 of the report.

TD 867
State Clearinghouse: NSW 6.16

Evans R
The Timber Industry Training Centre, Rotorua, New Zealand. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 22p.

Access: M-fiche

Price: Free

Series: Staff Development Project Fellowship report

Descriptors: Inplant Programs; Technological Advancement; Timber Industry; Trade Courses; Woodworking

Abstract: The author visited the Timber Industry Training Centre, Whaka Forest, near Rotorua, New Zealand for a week in August/September 1982; prior to a review of the syllabus in Woodmachining and Sawdoctoring. The Centre offers a very flexible program in modern techniques and using very up-to-date machinery. Courses are taught in short blocks of no longer than four weeks' duration. Residential accommodation is provided at a nearby forestry Training Centre. The very small number of students include apprentices and adult learners, New Zealand and overseas students. The author recommends the establishment of a similar centre in NSW close to the main source of raw materials, the lowering of class numbers, provision of short specialised courses for workers in the field and availability of funds for updating machinery.

TD 868
State Clearinghouse: NSW 6.17

Galvin B; O'Brien V
Employment outcomes and student perceptions of the Associate Diploma of Hotel and Catering Management Course: An evaluative study. Sydney: Institute of Technical and Adult Teacher Education; Sydney College of Advanced Education, 1982, 173p.

Access: M-fiche

Price: Free

Descriptors: Administrator Education; Alcoholic Beverages; Course Content; Curriculum; Employment Projections; Food Service; Hotels

Identifiers: Associate Diploma of Hotel and Catering Management Course

Abstract: Questionnaires were completed by 32 graduates and 21 non-graduates of the Associate Diploma, in order to evaluate the effectiveness of the course in preparing students for participation in the hospitality industry workforce. Information was collected on career satisfaction, employment history, relevance of course to present position, attitude towards course, relevance of course to management, and acceptance of course by the hospitality industry. Most hypotheses, predicting differences between graduates and non-graduates on these variables, were not confirmed.

Nevertheless, the findings indicated that former students employed in the hospitality industry were satisfied with their chosen career. Graduates having attained managerial positions were satisfied with the course, considered it relevant and perceived the course as accepted by the industry.

TD 869
State Clearinghouse: NSW 6.18

Goozee G
TAFE and youth: a discussion paper. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 8p.

Access: M-fiche

Price: Free

Descriptors: Career Education; Educational Planning; Educational Policy; Occupational Courses; Youth Employment; Youth Programs

Abstract: This background paper describes the participation of young people in the labour market and education, examines the policy issues involved in developing a youth policy for Australia and discusses the role of TAFE in identifying and meeting the educational needs of young people.

TD 870
State Clearinghouse: NSW 6.19

Gordon-Smith P
Report of the Metallurgy Certificate Course Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 107p.

Access: M-fiche

Price: Free

Descriptors: Course Content; Course Review; Curriculum; Job Analysis; Metallurgy; Skill Analysis; Technicians

Identifiers: Metallurgy Certificate Course

Abstract: The intention of the report was to examine the regional requirements for metallurgical technician training in NSW and to evaluate the present certificate course offered by the School of Applied Science. Both quantitative and qualitative data were collected, the former by questionnaire and the latter by nominal group processes.

Regional differences in need were found to exist. Metallurgical technicians were found to spend as much time out of the laboratory as in it; hence the need for an increase in emphasis in supervision subjects at certificate level.

TD 871
State Clearinghouse: NSW 6.20

Haworth D
Report on business computer users' questionnaire survey. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 99p.

Access: M-fiche

Price: Free

Descriptors: Computer Science; Computer Software; Management Information Systems; Microcomputers

Abstract: This survey of computer users was carried out conjointly by officers of the New South Wales Department of Technical and Further Education and the Australian Computer Users' Association. The objectives of the survey were to establish the way in which organisations are using the small business computer, and the consequent implications for the computer industry and educational institutions. The results of the survey provide a profile of users, reasons for installing a computer, information about costs, types of software used, time taken to install, sources of advice about computers and related data. The wide impact of microcomputers on all business sectors is seen as good reason for the systematic review of all vocational course areas. Priorities are suggested for undertaking this task. Computer assisted activities are likely to become a feature of all industrial and commercial work, and educational institutions should plan accordingly.

TD 872
State Clearinghouse: NSW 6.21

Heys M
Investigation into the need and demand for vocational education in the Founding trade. New South Wales, Sydney: Dept of Technical and Further Education, 1982.

Access: M-fiche

Price: Free

Descriptors: Employer Attitudes; Foundries; Labour Supply; Skill Analysis; Student Attitudes; Technological Advancement

Identifiers: Founding Trade Course

Abstract: The purpose of the study was to investigate current practices and training needs in the Founding Industry, which was known to have been considerably affected by technological change. Research strategy included visits to 20 foundries, a questionnaire completed by 110 apprentice students, and unstructured submissions of post-trade level training from 12 employers. The findings highlighted the diversity and state of flux of

the industry, which is a mixture of traditional and modern technological methods; the difficulty of retraining skilled labour in the industry and particularly of finding technicians; the deskilling of the trade. It was concluded that the Founding Trade Course should be reversed, retraining basic traditional skills to enhance worker mobility, but introducing more modern technological methods. Technician level training could be met by combining units from a number of courses. An informal national common core taskforce developed, with States exchanging information and aiming eventually to co-ordinate their syllabuses.

TD 873
State Clearinghouse: NSW 6.22

Johnstone W M
A study of adult learning projects of educationally disadvantaged adults and its implications for adult education agencies. Armidale NSW: University of New England, 1981, 191p.

Access: M-fiche

Price: Free

Descriptors: Adult Education; Adult Learning; Disadvantaged; Learning Problems; Learning Processes

Abstract: The author chooses to study, as examples of educationally disadvantaged adults, four groups: isolated women, unemployed young adults, mentally handicapped, the elderly. He first surveys previous major research projects on adult learning. He introduces his own research and explains his choice of grounded theory methodology with depth interviews as the procedure for obtaining data. Subjects described learning projects they had attempted. Areas of study covered a wide variety of topics. Learning projects were primarily of a practical nature with subjects interested in applying the knowledge gained to areas of private interest. Differences between the young unemployed and the elderly are reflected in differing patterns of learning. Degree of satisfaction with learning projects varied, with an overall 37% 'no problems' response. The author recommends the provision of wider opportunities for participating in learning experience, providing the acquisition of skills in goal setting, planning, finding information, help or advice related to learning.

TD 874
State Clearinghouse: NSW 6.23

Lingutla J
Service Mathematics: an analysis. Sydney: New South Wales Institute of Technology, 1982, 7p.

Access: M-fiche

Price: Free

Descriptors: Core Curriculum; Mathematics; Technical Mathematics; Trade Courses

Abstract: The author considers the necessity of TAFE students enrolled in such courses as Engineering or Technical Communication to acquire skills in Mathematics and scientific concepts. Present methods of liaison between vocational and 'servicing' schools have not proved ideal. There is a suggestion that the course review structure in TAFE inherently disadvantages the servicing schools. There are several recommendations, in particular relating to (a) greater efficiency of the course review procedures, (b) the development of core syllabuses with elective topics for foundation subjects, and (c) more effective executive planning of the servicing procedures.

TD 875
State Clearinghouse: NSW 6.24

McNamara K; Taylor N
Characteristics of students in selected courses at Sydney Technical College. New South Wales, Dept of Technical and Further Education, 1982, 52p.

Access: M-fiche

Price: Free

Series: Student Counselling Service research report

Descriptors: Academic Achievement; Predictive Measurement; Psychological Testing; Student Placement

Identifiers: Otis Higher B Test; Word Knowledge Test

Abstract: In order to help prospective students select an appropriate educational course and to design an empirically based prediction system to gauge likely success rates, student counsellors attempted to obtain accurate descriptions of students entering specific courses. Several courses were chosen and students from Stage 1 were approached to complete a biographical questionnaire and two psychological tests - the Word Knowledge Test and the Otis Higher B. Age, language, previous education, English and Mathematics studied, employment status and reasons for enrolling were surveyed. Subjects were invited to predict likely problem areas for them in the course. Courses surveyed were Accounting, Civil Engineering, Automotive Trades, Electronic Trades and Welfare Work. The authors submit that different types of students are attracted to the different courses. Later reports will examine how well the background and characteristics of students predict performance in these courses.

TD 876
State Clearinghouse: NSW 6.25

McNamara K; Taylor N
Persistence and Performance in the Civil Engineering Certificate. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 12p.

Access: M-fiche

Price: Free

Series: Student Counselling Service research report

Descriptors: Academic Achievement; Predictive Measurement; Psychological Testing; Student Placement

Identifiers: Civil Enginering Certificate Course; Otis Higher B Test; Word Knowledge Test

Abstract: A questionnaire was completed by 48 Civil Engineering Certificate students who were asked to outline their educational and work experiences and complete a small battery of tests in order to assist researchers in the prediction of academic success. This knowledge should assist in identifying student needs for extra tuition and in selecting prospective students. Students who withdrew were found to have viewed their job as interfering with their studies. Persisters tended to have given as reasons for enrolling an interest in extending their general education. Predictors of success of greatest value appeared to be the Word Knowledge Test and the Otis Higher B Test, followed by time spent in current job, relationship of course of study to job and mature age.

TD 877
State Clearinghouse: NSW 6.26

Miran M
A report on the first TAFE Women's Conference, July 8-9, 1982. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 72p.

Access: M-fiche

Price: Free

Descriptors: Conferences; Employed Women; Sex Discrimination; Women Faculty; Womens Education

Abstract: This is a comprehensive report of the first Women's Conference to be held in TAFE in NSW. The report contains the aims and objectives of the conference, speakers' papers and additional papers distributed to participants, as well as recommendations, and the names and official addresses of the participants. This report will be of value to people who wish to be better informed about the role of women in TAFE.

TD 878
State Clearinghouse: NSW 6.27

Naylor G; Naylor M
Student attrition rates in TAFE. New South Wales, Sydney: Canberra: Dept of Technical and Further Education; Australia, Technical and Further Education Council, 1982, 34p.

Access: M-fiche

Price: Free

Series: Commonwealth TAFE Council Research and Investigation Project

Descriptors: Academic Persistence; Student Attrition

Abstract: TAFE student enrolments in 1976 and 1977 were used as the basic source of data for this report. Samples of courses from Stream 2, Stream 3 and from Secretarial Studies were chosen as the basis of the survey which was nationwide. There are comparisons by State with age and sex and by State with age and stream. There were many problems related to differences in classification of courses between States, variations in duration of courses, attendance requirements and administration. No overall trends were apparent as results varied enormously throughout the survey. A small group of reasons for withdrawal did however emerge including demands of work, change in occupation, student didn't work hard enough and sport and social interests.

TD 879
State Clearinghouse: NSW 6.28

Naylor M
Report of the Tracing course review. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 127p.

Access: M-fiche

Price: Free

Descriptors: Architectural Drafting; Curriculum; Employer Attitudes; Engineering Drawing; Skill Analysis; Student Attitudes; Task Analysis

Identifiers: Tracing Course

Abstract: Information was collected and analysed on student characteristics, employing organisations and tasks performed by working tracers, in an attempt to evaluate and update the Tracing Course offered by NSW TAFE. The Tracing course is a full- or part-time pre-employment course, until now having a majority of female students. Consultant Engineers and Government Departments are the main employers of tracers. In general there is no specific qualification required for tracers and no credits granted to graduates of the

course towards TAFE certificate courses or from other educational institutions. Recommendations are offered that the syllabus be broadened, that basic skills be taught irrespective of industrial application and that advanced skills acquisition be applied to specific industrial areas.

TD 880
State Clearinghouse: NSW 6.29

New Opportunities for Women Resource Appraisal Panel
Women's re-entry programs. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 80p.

Access: M-fiche

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Educational Resources; Nonprint Media; Re-entry Students; Resource Materials; Womens Education

Abstract: To counter the problems of the lack of information on the availability and effectiveness of learning resources for TAFE courses, resulting in the purchase of some ineffective material, the Audio-Visual Advisory Service established Resource Appraisal Panels in conjunction with Heads of Schools and Library Services. Material is appraised on information, presentation, technical quality, design, cost effectiveness and applicability to the specified TAFE course. Details, specifications and content of the resource are listed, with price and availability.

TD 881
State Clearinghouse: NSW 6.30

New South Wales. Dept of Technical and Further Education. Policy Unit
Youth policy: a background paper. Sydney: 1982, 15p.

Access: M-fiche

Price: Free

Descriptors: Educational Planning; Educational Policy; Labour Market; Youth Employment; Youth Programs

Abstract: The objectives of this paper are to: (a) provide information on the labour market environment to explain what has happened to youth and why; (b) give a brief outline of major strategies used overseas and look at these in relation to the Australian situation; (c) provide possible policy directions for the NSW Department of TAFE; (d) identify operational issues which need to be considered in relation to a youth program.

TD 882
State Clearinghouse: NSW 6.31

New South Wales. Dept of Technical and Further Education. Transition Education Unit
Transition Education Unit. Syllabus guidelines. Sydney: 1983, 2p.

Access: M-fiche

Price: Free

Descriptors: Curriculum Guides; Instructional Materials; Transition Programs

Abstract: NSW TAFE transition courses are locally developed by staff at the College for which a course is approved. The Transition Education Unit holds guidelines in various degrees of detail, to enable College staff to develop an appropriate course. The paper lists the content areas and course types for which guidelines were available at March 1983. Copies of syllabus guidelines for any particular area will be sent by the Transition Education Unit on request.

TD 883
State Clearinghouse: NSW 6.39

Rumsey D
The role of technical education in industrial development. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 12p.

Access: M-fiche

Price: Free

Descriptors: Industry; Technical Education; Technological Advancement; Trade Courses; Tradespersons

Abstract: The past twenty years have witnessed considerable structural change in the industrial base of Australia, particularly in NSW. This structural change has been characterised by an overall decline in the extent of activity in the manufacturing sector and, notwithstanding the current recession, a growth in the extent of activity in the mining sector. This paper outlines the role of TAFE in training and re-training a skilled labour force, in the provision of new educational programs and in providing a wide-based theoretical and practical education relevant to several related occupations. The author urges that both industrial developers and educational authorities take measures to ensure maximum flexibility and adaptability within occupational structures and training programs and that mutual support, co-operation and communication are key elements in future successful industrial development.

TD 884
State Clearinghouse: NSW 6.40

Rustomji L
A second look. Follow-up statistics on the 1981 Work Skills Program students. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 14p.

Access: M-fiche

Price: Free

Descriptors: Career Education; Career Path Followup; Prevocational Education; Student Attitudes; Youth Employment; Youth Programs

Identifiers: Work Skills Course

Abstract: This report was compiled from questionnaire responses given by students three months after completing the Work Skills course, which aimed to establish the situation of these students in terms of employment outcomes and progression and further training. Information was collected on withdrawing students and general satisfaction with the course: 64% of respondents had completed the course, 55.1% were in employment of whom 9.3% were in part-time employment, 41.7% were unemployed, 1.8% were studying. The report analyses the employment outcomes by course type TAFE region and jobs held by ex-students. Levels of satisfaction are related to course type. The author concludes that in future 30% of students will be unlikely to find immediate employment after the course, a further 10% being likely to become again unemployed in the near future. It is recommended that students be encouraged to take up post-course training/education options.

TD 885
State Clearinghouse: NSW 6.41

Sweet R
Some indicators of teenage girls' disadvantaged labour market status. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 16p.

Access: M-fiche

Price: Free

Series: Student Counselling Service research report

Descriptors: Access To Education; Equal Opportunities (jobs); Females; Unemployment; Youth Employment

Abstract: Information from a variety of sources is brought together to illustrate teenage girls' disadvantage in the Australian labour market relative to teenage boys. The report contains information on unemployment rates, duration of unemployment, income support for the unemployed, earnings, hidden unemployment, the impact of education and training on employment and unemployment, part-time employment, access to vacation employment, and full-time employment. Where appropriate, trends are illustrated.

TD 886
State Clearinghouse: QLD 6.7

Stevenson J; Rouessart D
Post compulsory education, present perspectives and possible future directions. Queensland Dept of Education, Brisbane: Div of TAFE, Curriculum Branch, Sept 1982, 11p.

Access: M-fiche

Price: Free

Descriptors: Secondary Education, TAFE Courses

Abstract: The purpose of this paper is to delineate the pressures on Secondary Education and TAFE which have caused both sectors to become involved in more and different learning activities than were previously expected of them. Both sectors have responded to the pressures by doing as much as possible in the short term. This has meant that neither has been able to adequately appraise the present situation, reconsider traditional aims, consider relevant aims for the future, and set achievable goals for the long term.

Before setting such goals each sector should be aware of the responsibilities that each perceives as theirs. In this paper, TAFE presents its perceptions of what Secondary Education seems to be doing, its reasons for doing so, and the implications for TAFE. An overall picture of educational offerings in TAFE is then presented, and TAFE's response to students in such courses. Finally, models are explored, and some aspects of the most desirable model for future planning of long-term goals of both sectors are briefly described.

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